



## Southeastern Louisiana University Special Entrance Rate Policy

### Document History

Responsible Administrator: Vice President for Administration and Finance

Responsible Office: Human Resources

Approved By: President

Revised Date: February 2019

### Policy Statement

This establishes the policy and procedure through which Southeastern Louisiana University determines the Special Entrance Rates for new hires for Classified Civil Service positions. These special entrance rates are for new positions approved by the Department of State Civil Service and the Civil Service Commission.

### University Policy

1. If a special entrance rate (SER) has been approved by the Civil Service Commission, new employees may be hired into approved positions using the approved SER at a rate higher than the range minimum but not to exceed the approved SER amount in accordance with Rule 6.5 (b).
2. Southeastern Louisiana University employees in the same position title and pay level who are currently being paid less than the SER will have their pay increased to the SER on the effective date of the SER. They may also be granted the percentage difference between the Special Entrance Rate and the Regular Hire Rate provided funding is available with the approval of the Vice President for Administration and Finance.
3. Southeastern Louisiana University employees who are earning in excess of the new employee may have their pay rate increased by the percentage difference between the Special Entrance Rate and the Regular Hire Rate provided funding is available with the approval of the Vice President for Administration and Finance.
4. This policy is intended to make the University more competitive with the job market in finding experienced candidates outside of state government.

### Purpose of Policy

#### Applicable Civil Service Rule 6.5 (b)

#### Special Entrance Rates

When economic or employment conditions cause substantial recruitment or retention difficulties, the Director of Civil Service may authorize the appointment of qualified applicants at a special entrance rate. The Director of Civil Service may authorize the use of a special retention rate within the range for the job in a limited geographical area or for positions in a job where employment conditions are unusual.

1. The university to which the special entrance rate is made applicable, having employees in the same job in the affected area or locale where the special rate will be used, shall increase the pay rate of such employees to the special rate. All new hires shall be paid at the special entrance rate or special retention rate. An appointing authority may adjust the salaries of employees working in the positions to which the special entrance rate applies to any salary up to but not to exceed the amount of the percent difference between the special entrance rate and the regular hiring rate.
2. When special entrance rates or special retention rates are adjusted downward, the individual pay rates of employees occupying positions affected by the authorized rates shall not be changed.
3. Special entrance rates and special retention rates must be approved by the Commission at its next scheduled meeting after action has been taken by the Director of Civil Service.

4. The university to which the special entrance rate is made applicable, having employees in the same job in the affected area or locale where the special rate will be used, shall increase the pay rate of such employees to the special rate. All new hires shall be paid at the special entrance rate or special retention rate. An appointing authority may adjust the salaries of employees working in the positions to which the special entrance rate applies to any salary up to but not to exceed the amount of the percent difference between the special entrance rate and the regular hiring rate.
5. When special entrance rates or special retention rates are adjusted downward, the individual pay rates of employees occupying positions affected by the authorized rates shall not be changed.
6. Special entrance rates and special retention rates must be approved by the Commission at its next scheduled meeting after action has been taken by the Director of Civil Service.

## Applicability

This policy applies to Classified Employees Only.

## Policy Procedure

### Special Entrance Rates

When a supervisor believes that a position or group of positions under his supervision should be considered for a special entrance rate, the supervisor will discuss the matter with their Human Resources Analyst. The Human Resources Analyst will review the turnover rates and applicant pool information for the job classification under consideration for the past 12 months to determine if there is a recruiting or retention problem and report back to the budget unit head. If the results of the research indicate there is a problem, then the budget unit head will submit the request to their respective Vice President for approval. If approved by the respective Vice President, the request will be submitted to the Vice President for Administration and Finance for budgetary approval. The Vice President for Administration and Finance will consult with the respective Vice President and the Provost before making a final decision. If the request is approved by the Vice President for Administration and Finance, then the special entrance rate request and supporting documentation will be prepared by the Human Resources Office under the signature of the Human Resources Director for submission to the Department of Civil Service.

The Human Resources Office, after consulting with the Vice President for Administration and Finance, will determine if any percentage difference adjustments are to be given to existing employees in the same job title.

### Special Entrance Rates

1. Effective May 9, 2006, due to recruiting and retention problems for the Custodian 2 assigned to the President's Residence, a Special Entrance Rate was implemented. The Special Entrance Rate was set at \$9.84 per hour for the Custodial 2 position (#00031091).
2. Effective January 2, 2018, based on recruiting and retention problems, the following special entrance rates were re-established:

#### Pay Hourly

#### Title Grade Minimum SER

- |                      |                  |
|----------------------|------------------|
| • Electrician        | \$14.89 per hour |
| • HVAC Ref. Mechanic | \$17.00 per hour |
| • Plumber/Pipefitter | \$16.96 per hour |

Any questions regarding this policy should be directed to the Human Resources Office.