

SPECIAL ENTRANCE RATE POLICY

Effective date: March 1, 2017

Appointing Authority Signature: _____



PURPOSE AND SCOPE

This establishes the policy and procedure through which the University of Louisiana at Monroe (ULM) determines the entrance rates for qualified Classified Civil Service positions.

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 or may authorize the use of a special retention rate within the range, or within the range plus base supplement authorized for the position, 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 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 all 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 current 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 was taken by the Director of Civil Service.

Civil Service has pre-approved Special Entrance Rates (SER) covered under Rule 6.5(b) at the following range points as of 4/2/08:

- o Protective Service (PS) – rate equivalent to 1st quartile as of April 2, 2008
- o Labor/Trades (WS) – rate equivalent to midpoint as of April 2, 2008
- o Scientific/Technical (TS) – rate equivalent to 1st quartile as of April 2, 2008
- o Social Services (SS) – rate equivalent to 1st quartile as of April 2, 2008
- o Medical (MS) – rate equivalent to 3rd quartile as of April 2, 2008
- o Administrative (AS) – rate equivalent to 1st quartile as of April 2, 2008

In order to use the SER, appropriate documentation must be maintained to justify the need for using the SER. The documentation must clearly show a recruiting and/or retention problem with dates of advertisements, applicant pool statistics and/or turnover rates.

UNIVERSITY POLICY

1. If an SER has been approved by the Civil Service Commission, new employees shall be hired into approved positions using the approved SER rate.
2. Current ULM classified employees in effected job titles will have their pay increased on the effective date of the new policy to at least the new SER, but not to exceed the % difference between the SER and the Current Hire Rate, provided funding is available.
3. This policy is intended to make the university competitive with the job market in finding experienced candidates outside state government.

Procedures for Processing Special Entrance Rates

Law Enforcement Personnel Hiring Rates - Based on SERs Effective March 1, 2017. The need for an SER is due to recruiting and retention problems.

Police Officer 1 – A	PS 107	\$12.01 per hour/\$960.80 bi-weekly
Police Officer 2 – A	PS 108	\$16.82 per hour/\$1345.60 bi-weekly
Police Officer 3 – A	PS 109	\$17.36 per hour/\$1388.80 bi-weekly
Police Sergeant – A	PS 111	\$20.57 per hour/\$1645.60 bi-weekly
Police Lieutenant – A	PS 113	\$22.11 per hour/\$1768.80 bi-weekly