

PAY FOR EXTRAORDINARY QUALIFICATIONS/CREDENTIALS POLICY

PURPOSE AND SCOPE

This establishes the policy and procedure through which the University of Louisiana at Monroe determines the entry salary for applicants for classified Civil Service positions with extraordinary qualifications and credentials.

APPLICABLE CIVIL SERVICE RULE

Rule 6.5 (g) Extraordinary Qualifications/Credentials

Subject to provisions of Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 7 and 8 of the Civil Service Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing authority may, at his own discretion, pay the employee upon hiring at a rate above the minimum provided that:

1. such superior qualifications/credentials are verified and documented as job related;
2. the rate does not exceed the third quartile of the range for the affected job;
3. the rate is implemented in accordance with written policies and procedures established by the University; such policies shall be posted in a manner that assures their availability to all employees;
4. the appointment is probationary, provisional or job appointment.

The employee may be paid upon hiring or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective. The salaries of all current probational and permanent employees who occupy positions in the same job title and who possess the same or equivalent qualifications/credentials may be adjusted up to but not to exceed the amount of the percent difference between the special hiring rate and the regular hiring rate provided that the qualifications/credentials are also verified and documented as job related and that the rate is implemented in accordance with written policies and procedures established by the University; such policies shall be posted on the Department of Human Resources webpage at www.ulm.edu/hr. Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.

If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a lower level job in his career progression group at the same agency, the employee shall not be eligible for an increase under this rules unless there has been a break in State service for at least 60 days.

UNIVERSITY POLICY

1. If an applicant has verified extraordinary qualifications/credentials, the Human Resources Director, after consulting with the budget unit/department head, will determine a monthly

salary commensurate with the applicant's qualifications as evidenced by original college transcripts, copies of licenses, certificates, verified job related experience and Civil Service application forms not to exceed the third quartile of the range.

2. The University of Louisiana at Monroe employees in the same job title and pay level who have the same qualifications as the newly hired employee who are being paid a salary lower than the salary paid a new employee may have their pay increased to the same salary as the newly hired employee. The existing employee(s) may also be granted the percent difference between the base hire rate and the new rate, providing funding is available. The Chief Business Officer will determine the availability of funding. The effective date used would be the hire date of the new employee or **on the same date that the higher pay rate is given to the newly hired employee** within one year of the hire date.

If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a lower level job in his career progression group at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in State service for at least 60 days.

3. All new employees hired in accordance with this policy will serve a minimum of a six-month probationary period.
4. This policy is intended to make the University competitive with the job market in finding experienced candidates outside state government.

PROCEDURES

6.5 (g) Hire Rates

When a supervisor is interviewing an applicant that he/she believes has extraordinary qualifications/credentials, which should be considered in determining the hire rate, the supervisor must obtain written proof and verification of these extraordinary qualifications/credentials (official transcripts, copy of licenses/certificates, written verification of job related experience, etc.). The supervisor should contact Human Resources. The Human Resources Analyst will work with the Director of Human Resources to determine the appropriate hire rate for the applicant. The Chief Business Officer must approve hire rates above the minimum before being communicated to the applicant. Official transcripts, copies of licenses, certificates (if applicable), and verified job related experience that has been documented in writing; a copy of the SF-10 will be required to verify the applicant's credentials.

The Department of Human Resources, after consulting with the Chief Business Officer, will determine if any adjustments are to be given to existing employees in the same job title with the same qualifications/credentials, providing funding is available. The Chief Business Officer will determine if funding is available.