



Southeastern Louisiana University

Extraordinary Qualifications/Credentials

*Classified Employee Handbook
Part III. Policies Governing the Employment of Classified Employees
Section P. Extraordinary Qualifications/Credentials*

Revised April 1, 2002

PURPOSE AND SCOPE

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

APPLICABLE CIVIL SERVICE 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 which assures their availability to all employees.

The salaries of all current probational and permanent employees who occupy positions in affected jobs and 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 Human Resources Office bulletin board which assures their availability to all employees.

UNIVERSITY POLICY

1. If an applicant has verified extraordinary qualifications/credentials, the Human Resources Director after consulting with the budget unit 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. Southeastern Louisiana University 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 will have their pay increased to the same salary as the new 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 availability of funding will be determined by the Vice President for Administration and Finance. The effective date used would be the hire date of the new employee.
3. Southeastern Louisiana University employees who are earning in excess of the new employee may have their salaries increased in the amount of the percent difference between the hire rate and the new rate, providing funding is available. The availability of funding will be determined by the Vice President for Administration and Finance. The effective date used would be the hire date of the new employee.
4. All new employees hired in accordance with this policy will serve a minimum of a twelve-month probationary period. Southeastern Louisiana University policy does not allow probational employees to be given merit raises during the probationary period. Employees hired under this policy will be eligible for a merit raise provided they attain permanent status.
5. This policy is intended to make the university competitive with the job market in finding experienced candidates outside state government.

PROCEDURES FOR 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 should contact their assigned Human Resources Analyst. The Human Resources Analyst will work with the Human Resources Director to determine the appropriate hire rate for the applicant. Hire rates above the minimum must be approved by the Human Resources Office and the Vice President for Administration and Finance before being communicated to the applicant. Official transcripts, copies of licenses, certificates (if applicable), verified job related experience which has been documented in writing and a copy of the SF-10 will be required to verify the applicant's credentials.

The Human Resources Office, after consulting with the Vice President for Administration and Finance, 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 Vice President for Administration and Finance will determine if funding is available.