

South Louisiana Community College
POLICY

*Susan Abell
Bryan Galtier
V.C. Administration & Finance*

Title: Filling Classified Positions using 6.5(g) : Extraordinary Qualifications/Credentials

Authorization: SLCC Appointing Authority	Original Adoption :06-22-05
	Effective Date : 06-22-05
	Last Revision : 05-21-08

Classified Staff:

The employee/employer relationship for classified employees is governed by Civil Service Rule.

Civil Service Rule 6.5(g) provides the opportunity for agencies to hire above the normal minimum of the pay range when filling classified positions with applicants who possess extraordinary qualifications beyond the minimum qualifications. This rule may be helpful with certain unique positions or which are difficult to fill including part-time positions,, job appointments and special positions with special qualifications beyond the minimum qualifications.

Extraordinary Qualifications/Credentials (Civil Service Rule 6.5(g))

South Louisiana Community College may authorize payment of an applicant who is eligible for appointment under Civil Service Rules to be hires at a rate of pay above the minimum. Applicants who posses extraordinary qualifications beyond the minimum qualification may be hired at a rate **NOT TO EXCEED** the third quartile of the range for the affected job. The employee may be paid upon hiring or at anytime within one year of the hire date. If paid after the hire date the pay change must be prospective. Such superior qualifications/credentials must be verified and documented as job related.

This policy is required to be posted in a manner that assures availability to all employees.

In accordance with this posted policy, the salaries of all current probational and permanent employees who occupy positions in affected jobs and posses the same, equivalent or better qualifications/credentials may be adjusted up to but not 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.

Use of this rule does not change the salary range established by Civil Service.

Approval of the authorization to hire above the minimum of the range must be approved from the Appointed Authority or his/her delegate prior to an offer of employment.