



Title: Special Entrance Rate  
Approval Date: November 6, 2014  
Effective Date: November 6, 2014  
Date of Last Revision: N/A  
Cancellation: N/A  
Office: Human Resources

***This policy applies to classified employees only.***

**I. Policy Statement:**

In accordance with the authority granted by the Department of Civil Service under Rule 6.5(b), it is the policy of South Louisiana Community College to implement a Flexible Special Entrance Rate for employees hired in the position of Administrative Coordinator 3.

**II. Purpose:**

The purpose of this policy is to provide South Louisiana Community College with a tool that allows for more competitive pay for recruitment and retention efforts for the Administrative Coordinator 3 position.

**III. Applicability:**

This policy shall be applicable to all employees with the job title of Administrative Coordinator 3.

- a. New employees may be hired at a rate higher than the range minimum but not to exceed the approved Special Entrance Rate amount in accordance with Rule 6.5(b).
- b. South Louisiana Community College employees in the same position title and pay level who are currently being paid less than the Special Entrance Rate will have their pay increased to at least the Special Entrance Rate, but not to exceed the percentage difference between the Special Entrance Rate and the Regular Hire Rate, provided funding is available and with the approval of the Vice Chancellor of Administration and Finance.



- c. South Louisiana Community College employees who are earning in excess of the new employee may have their pay rate increased by up to the percentage difference between the Special Entrance Rate and the Regular Hire Rate provided funding is available and with the approval of the Vice Chancellor of Administration and Finance.
- d. The Flexible Special Entrance Rate for hiring or promotion of Administrative Coordinator 3 will be \$11.50 per hour; \$920 bi-weekly.

**IV. Policy Reference:**  
Civil Service Rule 6.5(b)

x	Reviewing Council/Entity	Approval Date	Effective Date
x	<i>Cabinet Approval</i>	<i>November 6, 2014</i>	<i>November 6, 2014</i>
x	<i>Executive Committee Approval</i>	<i>November 6, 2014</i>	<i>November 6, 2014</i>
x	<i>Chancellor Approval</i>	<i>November 6, 2014</i>	<i>November 6, 2014</i>

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