



JOB AIDS AND RESOURCES

Sample Policy – Pay Above Minimum for Extraordinary Qualifications/Credentials

STATE OF LOUISIANA

DEPARTMENT OF _____

Effective: Date

Revised: Date

SAMPLE PAY ABOVE MINIMUM FOR EXTRAORDINARY QUALIFICATIONS

POLICY

This Department reserves the right to offer salaries above the minimum under Civil Service Rule 6.5(g) to applicants who possess superior education and experience only when such action is necessary to recruit those persons to work for the Department. The Department will consider similar pay adjustments for current employees who possess the same or substantially similar qualifications.

APPLICABILITY

This policy shall apply to all Department of _____ employees and prospective appointees.

IMPLEMENTATION

This policy becomes effective upon the signature of the Secretary. Subsequent revisions shall become effective on the date the revisions are approved and signed by the Secretary.

DEFINITIONS (optional)

N/A

PROVISIONS

- 1) Provisions of Rule 6.5(g) can be used for a candidate only upon appointment.
- 2) Pay can be set under Rule 6.5(g) above the minimum but not to exceed the third quartile of the pay range for the job.
 - a) The employee may be paid upon hiring or at any time within one year of the hire date.
 - b) If paid after the hiring date, the pay change must be prospective.
- 3) Superior education and experience must be verified and documented as job related. The manager shall verify any superior education or experience upon which his request for a higher minimum salary upon appointment of a candidate will be based.
- 4) In requesting similar pay adjustments for current employees occupying affected job titles and who possess the same or similar qualifications, the appropriate manager(s) should verify these superior credentials in the same manner as for a candidate.

- a) Any request for pay to be set above the minimum under Rule 6.5(g) must be submitted by the manager on a Personnel Action Request form with verified credentials attached and with written justification for the pay requested. The Secretary must approve the requested salary before it is officially offered or paid.
 - b) Upon presenting or receiving a Personnel Action Request for pay above the minimum under Rule 6.5(g) for a candidate, the Personnel Officer shall alert the Secretary of current employees occupying positions in the same job title and who possess the same or equivalent qualifications/credentials if the manager has not already done so.
 - c) Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.
 - d) The Secretary shall return any unapproved 6.5(g) salary request on its Personnel Action Request form to the manager who initiated it.
- 5) 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 their career progression group at the same agency, the employee shall not be eligible for an increase under this rule unless there is a break in State service of at least 60 days.