

POLICY STANDARDS

Requirements for establishing an Extraordinary Qualifications/Credentials Policy under Civil Service Rule 6.5(g) include:

- The Extraordinary Qualifications/Credentials policy must be submitted to the Department of State Civil Service – Compensation Division for review ten (10) days prior to implementation.
- The policy must be posted in a manner which assures availability to all employees.

IMPLEMENTATION GUIDELINES

- An agency must have a posted policy in effect before hiring. Some agencies have very specific policies to cover particular job titles, while other agencies have broader policies that cover all jobs. The type of policy an agency establishes will depend upon the needs of the agency.
- SCS Rule 6.5(g) can only be used when hiring an employee on a probational appointment and/or job appointment. This rule cannot be used to determine pay rates for promotions, details, etc.
- The 6.5(g) rate cannot exceed the third quartile of the pay grade for the job. An agency does not have to pay at the third quartile; it can pay at any amount between the minimum and the third quartile.
- The extraordinary qualifications/credentials must be verified, documented, and job related.
- The payment for the new hire may be made upon hiring, or at any time within the first year of hire. Agencies may consider one additional payment within the first year of hire, not to exceed the third quartile. If paid after the date of hire, the pay must be prospective.
- An agency may adjust the salaries of probational and/or permanent employees, who are currently on board in the same job title as the new hire. The adjustment shall not exceed the percent difference between the old hiring rate (minimum of pay range or SER, if applicable) and the new hiring rate (6.5(g) rate).
 - Current employees must have the same or equivalent qualifications in order to be eligible for a corresponding adjustment.
 - Adjustments for these employees are optional and can only be made on the date the higher pay rate is given to the newly hired employee.
 - If a job is in a career progression group and an agency hires a new employee at the entry level, an agency may not adjust employees who are allocated at the higher levels of the job series.
- If an employee with permanent status resigns and is then rehired into either the same position, 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 of at least 60 days.