


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure HR_205	
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		Last Revision Date:	
		Effective Date:	
Section		Subject	Title Pay for Extraordinary Qualifications

PURPOSE AND SCOPE

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

APPLICABLE CIVIL SERVICE RULE

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 College; such policies shall be posted in a manner that 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 College.

COLLEGE POLICY

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.
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.

PROCEDURES

1. Any request for pay to be set above the minimum under Rule 6.5(g) must be submitted by the manager in writing with verified credentials attached and with written justification for the pay requested to the Human Resources Director. The Appointing Authority must approve the requested salary before it is officially offered or paid.
2. Upon receipt of justification for pay above the minimum under Rule 6.5(g) for a candidate (prospective employee), the Human Resources Director shall alert the Appointing Authority of current employees occupying affected jobs who may possess similar qualifications if the manager has not already done so. 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 percentage (%) difference between the base hire rate and the new rate, providing funding is available. The Chief Financial Officer will determine the availability of funding. The effective date used would be the hire date of the new employee.
3. The Appointing Authority shall return any unapproved 6.5(g) salary request to the Human Resources Director.