



POLICY ON USE OF CIVIL SERVICE RULE 6.5(g) HIRING ABOVE THE MINIMUM FOR SUPERIOR QUALIFICATIONS/CREDENTIALS

A. Hiring Above the Minimum for Superior Qualifications/Credentials (Rule 6.5(g))

Civil Service Rule 6.5(g) allows agencies to employ persons in classified positions above the entrance rate when the applicant possesses superior qualifications/credentials. As per Current Civil Service rules, agencies may not assign pay rates above the third quartile of the applicable pay level. The LSU Agricultural Center will consider application of Rule 6.5(g) on a case by case basis. This rule may be used when necessary to fill a position where a history of turnover and/or recruiting difficulties exist and/or to appoint an applicant with extraordinary credentials.

The provisions of this policy attempt to balance the significant costs associated with use of this rule, the desire for reasonable equity between new employees and existing employees, and the need to be able to attract quality applicants who can effectively perform the duties of positions.

A. This rule generally will not apply in the following situations.

1. Highly competitive situations where suitable applicants at comparable pay are available without use of Rule 6.5(g) and the applicant in question does not possess significant special skills, knowledge, or abilities beyond that of other applicants.
2. To fill a lower level position when a higher level position is more appropriate.
3. In competitive situations where the credentials in question could easily be obtained through training (formal or on-the-job).

B. This rule may generally be considered under one or both of the following situations.

1. The applicant possesses special skills above and beyond those that are normally required for the job, if those skills would be particularly beneficial to the job.
2. The applicant possesses relevant experience related to the job and well beyond the qualification requirements normally required for the job. This situation applies only when use of the rule is necessary for the applicant to accept the job or to prevent serious inequities. This rule should not be used in a manner that places the applicant's pay above that of similarly situated employees.

- C. Other factors which may be considered in assessing whether use of Rule 6.5(g) is appropriate and would be beneficial to the organization are the cost of hiring the individual relative to other applicants, the appointment status of the individual relative to other applicants, and difficulty in finding the credentials in question.
- D. When Rule 6.5(g) is used, the salaries of all current probational and permanent employees who occupy positions in affected jobs in the same budgetary unit 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. Funds must be provided by the budgetary unit.
- E. The following shall serve as guidelines for determining what the appropriate salary should be.
 - 1. When the rate is based on work experience, the individual generally should not be brought in at a rate higher than the rate he/she would have attained had all of the experience been gained in state service.
 - 2. The rate shall take into consideration the number of years of experience, level of experience, and how closely related to the job the experience was.
 - 3. Consideration may be given to the severity of recruiting difficulties for the job title in question.
 - 4. When the basis for the higher pay is college training, a rough guideline is 5% above minimum per year of training. A higher pay rate may be paid if the training is directly related to the job duties and/or if the applicant's training culminated in a degree.
 - 5. To minimize creating more compression problems with existing employees, the rate offered should be the lesser of the amount allowed under these guidelines and the amount the applicant will accept provided the employee is not assigned a rate so low that it creates equity problems with other employees.
 - 6. Consideration should be given to the impact on salary equity with employees in related job titles.
 - 7. Consideration should be given to whether there are other employees within the unit who are eligible for promotion and have adequate experience and training for the specific job responsibilities in question.
- F. The unit requesting the rate of pay above entrance rate must verify and document the superior credentials and submit the documentation to the HRM Office. Examples of verification/documentation are transcripts, a telephone call verifying previous employment with a file note providing details (caller, person verifying, company, date of call, information received).