

**LOUISIANA STATE UNIVERSITY HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4547-20

CATEGORY: Human Resources

CONTENT: State Civil Service Rule 6.5(g)
Hiring Based on Extraordinary Qualifications/Credentials
Policy and Procedures
Classified Employees Pay

APPLICABILITY This policy shall apply to the filling of classified jobs for Probational Appointments and Job Appointments at the HCSD Administration (HCSDA) and the Lallie Kemp Regional Medical Center (LKMC).

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NOTE: Approval signatures/titles are on the last page.

**LSU HEALTH CARE SERVICES DIVISION
STATE CIVIL SERVICE RULE - 6.5 (G)
HIRING BASED UPON EXTRAORDINARY QUALIFICATIONS/CREDENTIALS
POLICY AND PROCEDURES**

I. POLICY STATEMENT

The Health Care Services Division (HCSD) reserves the right to offer salaries above the minimum of the pay range and up to the amount allowable under State Civil Service Rule 6.5(g) to applicants for classified jobs who possess superior education, unique qualifications/credentials and/or significant experience specifically related to the job being filled only when such action is necessary to recruit those persons to work for HCSD.

HCSD will consider similar pay adjustments for current employees who possess the same or substantially similar qualifications.

Exceptions:

If an employee with permanent status resigns and is then re-hired into either the same position or into the same job title or a job with a lower maximum within HCSD, the employee shall not be eligible for an increase under this rule unless there has been a break in state service of at least thirty (30) days.

If an employee with permanent status resigns and is then re-hired into a job with a lower maximum at any other agency, the employee shall not be eligible for an increase under this rule unless there has been a break in service of at least thirty (30) days.

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

II. IMPLEMENTATION

This policy becomes effective upon the signature of the HCSD Chief Operations Officer and approval of the State Civil Service. Subsequent revisions shall become effective on the date revisions are approved and signed by the HCSD Chief Operations Officer and approval of the State Civil Service.

III. POLICY PROVISIONS

- A. State Civil Service Rule 6.5(g) can be used for a candidate only upon appointment date or within one (1) year of the hire date. This rule cannot be used to determine pay rates for promotions, details, transfers, etc.
- B. If State Civil Service Rule 6.5(g) is used after the hiring date, the effective date of the pay change must be prospective.
- C. This HCSD Policy and any subsequent revisions shall be posted and available to all employees.
- D. The hiring rate paid cannot exceed the midpoint or market rate for the job.
- E. When determining and setting an appropriate salary upon hire, the following factors shall be taken into consideration:
 - 1. Market Relativity
A comparison of the new hire's pay relative to the midpoint or market rate for the position
 - 2. Internal Equity
A criterion that takes into consideration the relationship of one employee's salary to the salaries of other employees who have comparable levels of education and experience and perform similar duties and responsibilities within a work unit, division or agency
 - 3. Work Experience/Education:
A new hire's relevant work history and academic qualifications as related to the job
 - 4. Knowledge, Skills, and Abilities:
Special qualifications, competencies, and/or prerequisites needed to successfully perform the tasks required of a job
 - 5. Recruitment/Retention Issues:
Issues related to jobs that may warrant higher salaries because of difficulty in recruiting or retaining employees with qualifications or credentials that are highly sought after
- F. Pay ranges are divided into quartiles in order to aid in determining employee hiring rate placement within the prescribed salary range. There are four (4) points in the range to consider:
 - 1. Minimum

This is the entry point for a grade and is appropriate for an applicant who is new to the position, when there is an abundant supply of talent, and low turnover. The applicant meets minimum qualifications, no prior experience required, and job requires additional training to build knowledge and skills.

2. First Quartile

This progress point for a pay range is usually appropriate for an applicant who is experienced and performing all duties of the position, or when there are challenges in the supply of talent, and some turnover. Applicant has previous related experience and demonstrated ability to perform duties. Additional training may be required to perform duties independently.

3. Midpoint

This is the advanced point (midpoint or market) and is usually appropriate for a seasoned applicant who is performing competently in their job over many years, or when there is a limited supply of talent, and significant turnover. Applicant may be a subject matter expert, exhibits broad and deep knowledge of job and related areas, and have senior-level job expertise with no training required.

Note: Hiring rate above the midpoint of a range will require the approval of the State Civil Service Commission.

4. 3rd Quartile to Maximum

This is the point up to the maximum for a grade that is usually appropriate for an applicant with a level of experience and expected performance that will significantly exceed both the requirements of the job and the performance of most other applicants. Hiring at this rate should be rare and factors such as a scarce supply of talent, and critical turnover should be considered. Applicants will be highly qualified with industry leading expertise and sought-after educational background or certifications.

Note: Hiring rate above the midpoint of a range will require the approval of the State Civil Service Commission.

Minimum	1st Quartile	Midpoint	3rd Quartile to Maximum
Meets minimum qualifications No prior experience Requires additional training to build knowledge and skills	Previous related experience Demonstrated ability to perform duties May require additional training to perform duties independently	Subject Matter Expert Exhibits broad and deep knowledge of job and related areas Senior-level job expertise with no training required	Hiring above the midpoint/market should be rare, but may be justified by the following: -Difficult to recruit applicants to the position -Highly qualified with industry leading expertise -Sought-after educational background or certifications

- G. The superior qualifications/credentials shall be verified and shall be job related. The qualifications/credentials must be above the minimum qualifications required for the job.
- H. HCSD Headquarters and Lallie Kemp Regional Medical Center shall be separate entities with regard to utilization of State Civil Service Rule 6.5(g).
- I. Verification of Superior Qualifications/Credentials

The Human Resources Department is responsible for ensuring that the superior qualifications/credentials that are being used to justify this special hire rate is verified and documented as job related.

There are times in which the verification of an applicant's past employment is difficult, cost prohibitive, or not possible. In these situations in which verification of past employment is not possible, agencies may use the experience included in the employment application to satisfy the verification requirement in the 6.5 (g) rule.

Documentation of the superior qualifications/credentials must be maintained in the employee official employment record in Human Resources.

IV. PAY ADJUSTMENT FOR CURRENT EMPLOYEE(S) – Probation, Permanent, and Job Appointment

- A. Current employee(s) whose base rate of pay falls below an approved 6.5(g) appointment rate of pay, may have their base rate of pay adjusted up to the approved 6.5(g) rate as follows:

1. Must occupy the same job title. If a job is in a career progression group and you hire a new employee at the “1” level, you may not adjust employees who are at the “2” or “3” levels of the job series.

Note: Please be aware that use of this rule may cause compression of salaries between employees.

2. Must possess the same or equivalent extraordinary, unique credentials or qualifications that have been verified and job related.
3. The adjustment can only be made on the same date that the higher pay rate is given to the newly hired employee.

- B. Current employee(s) whose base rate of pay is above an approved 6.5(g) appointment rate of pay of a newly hired employee, may have his/her salary adjusted upward not to exceed the amount of the % differential between the approved 6.5(g) rate and the regular hiring rate as follows:

1. Must occupy the same job title. If a job is in a career progression group and you hire a new employee at the “1” level, you may not adjust employees who are at the “2” or “3” levels of the job series.

Note: Please be aware that use of this rule may cause compression of salaries between employees.

2. Must possess the same or equivalent extraordinary, unique credentials or qualifications that have been verified and job related.
3. If % differential is used, it must be the same % for all applicable employees. However, an employee shall not be paid above the maximum of the salary range assigned to his job title.
4. The adjustment can only be made on the same date that the higher pay rate is given to the newly hired employee.
5. The Appointing Authority determines the cost to % differential and the decision to implement.

V. **APPROVAL PROCESS**

- A. The HCSD Chief Operations Officer and/or designee will approve requests for a 6.5g hiring rate for applicants/employees at the HCSD Administration.

- B. The Hospital Administrator and/or designee at Lallie Kemp Medical Center (LAKMC) will approve all internal requests for use of Civil Service Rule 6.5g under the following conditions:
1. LAKMC will develop internal procedures, in addition to the HCSD policy, for application and approval of all 6.5g requests.
 2. Procedures must comply with Civil Service rules and HCSD policy.
 3. LAKMC's initial procedures must be pre-approved by HCSD Human Resources Administration, as well as, any subsequent revisions.
 4. LAKMC will develop a standard 6.5g request form that will be used for all 6.5g hiring rate requests. (Attachment 1 may be used and/or modified as needed.)
 5. The HCSD Policy and the LAKMC procedures shall be posted in one or more locations to assure that it is accessible to all employees, as well as, any future revisions.
- C. LAKMC must include procedures for verification of all extraordinary/superior qualifications/credentials to support a request for a 6.5g hiring rate for a new hire and/or any current employees. Documentation must also be included to justify the need for the 6.5g hiring rate.
- D. Requests for a 6.5g hiring rate must be approved by the LAK Hospital Administrator prior to effective date of appointment.
- E. Any request for a 6.5g hiring rate above the midpoint, shall be submitted to HCSD Human Resources Administration for review prior to submittal to State Civil Service for Commission approval.
- F. Any exception to the LAKMC 6.5g procedures must be pre-approved by the HCSD Human Resources Administration.
- G. In the absence of the LAKMC Hospital Administrator, 6.5g requests will be reviewed and approved by the HCSD Chief Operations Officer and/or designee.

VI. **RECORD KEEPING**

Copies of signed/dated documentation of approved 6.5g hiring rates shall be kept in the Human Resources employee file for reference, audit, and reporting purposes.

REQUEST FORM FOR STATE CIVIL SERVICE RULE 6.5(g) HIRING RATE

(Attach copy of application/documentation to this form)

New Employee /_/

Current Employee /_/

Office/Dept: _____

Name of Applicant/Employee: _____ EmplID _____

Probational Appt /_/

Job Appt /_/

Current EE /_/

Proposed Effective Date: _____

Job Title: _____ Pay Schedule: _____

Min hrly: \$ _____ Midpoint hrly: _____ Max hrly: _____ Proposed hrly: \$ _____

Extraordinary Qualifications/credentials/education: _____

Verified by (name/job title): _____

Recruitment Efforts (new hires only): _____

Current EEs, % differential to be applied: _____ or adj to 6.5g rate: _____

Current EE Hrly Rate: From: _____ To: _____

Applicants:

Total # Internal: _____ # Having same/equivalent credentials/exp: _____

Total # External: _____ # Having same/equivalent credentials/exp: _____

Current Employees:

Total # of current EE's occupying same job title who must be adjusted: _____
(A separate approval form must be completed for each current EE to be adjusted)

Approved _____
Signature of Appointing Authority/Designee Date

/_ / Approved /_ / Disapproved

Comments: _____

(Copy of this form shall be filed in HR employee file to document hiring rate)

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