



EXTRAORDINARY QUALIFICATIONS/CREDENTIALS POLICY
Effective: January 29,2021

POLICY

In accordance with Louisiana State Civil Service Rule 6.5(g), Extraordinary Qualifications/Credentials, Louisiana State University Health Sciences Center – New Orleans (LSUHSC-NO), as an Appointing Authority, has the right to pay an employee at a rate above the minimum to applicants who possess extraordinary or superior qualifications/credentials when such action is necessary to recruit those persons to work for LSUHSC-NO. LSUHSC-NO will consider similar pay adjustments for current Classified employees who possess the same or substantially similar qualifications.

Verification of the candidate’s extraordinary qualifications/credentials and explanation of how those extraordinary qualifications/credentials would be particularly beneficial to the position is required.

APPLICABILITY

This policy shall apply to LSUHSC-NO Classified employees and prospective Classified employees.

IMPLEMENTATION

This policy becomes effective upon the signature of the Appointing Authority and approval of Louisiana State Civil Service. Subsequent revisions shall become effective on the date revisions are approved and signed by the Appointing Authority and approval of Louisiana State Civil Service.

PURPOSE

Louisiana Civil Service Rule 6.5(g) provides the opportunity for agencies to hire above the normal minimum of the pay range when filling classified positions with applicants who possess

extraordinary qualifications/credentials beyond the minimum qualifications. This rule may be helpful to attract qualified applicants who can effectively perform the position duties.

POSTING

This policy shall be posted in one or more visible locations to assure that it is accessible to all employees. The Appointing Authority must assure that the posting and any subsequent revisions remain in place permanently or is replaced when appropriate.

FACTORS FOR CONSIDERATION

When determining and setting an appropriate salary upon hire, the following factors shall be taken into consideration:

- **Market Relativity:** a comparison of the new hire's pay relative to the midpoint or market rate for his/her position;
- **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;
- **Work Experience, Education, Certifications, and Licenses:** the candidate's relevant work experience, academic qualifications, relevant professional certifications and/or licenses;
- **Knowledge, Skills, and Abilities:** special qualifications, competencies, and/or prerequisites needed to successfully perform the tasks required of the position;
- **Recruitment and Retention Issues:** issues related to positions that warrant higher pay because of difficulty in recruiting or retaining employees with qualifications or credentials that are highly sought after.

Each position's pay range is divided into quartiles to aid in determining the proper placement of the candidate in this pay range. The four points in the pay range to consider are:

- **Minimum:** is the entry point pay appropriate for a candidate with no relevant work experience, is new to the position and/or agency, and requires significant assistance/guidance to complete the required work tasks. Additionally, the minimum pay is appropriate when there is an abundant supply of talent and low turnover;

- **First Quartile:** is the progress point for the position’s pay range and is appropriate for a candidate who has previous, relevant work experience, can perform some of the position duties with minimum training immediately, or when there are challenges in the supply of talent and some turnover in the position;
- **Midpoint:** is the advanced point (mid-range or market) and is usually appropriate for a seasoned employee who is performing competently in their job over many years; or a newly hired employee that could independently perform the required position duties with zero preventable errors immediately upon hire; or when there is a limited supply of talent, and significant turnover in the position;
- **3rd Quartile to Maximum:** is the point up to the maximum for a grade that is usually appropriate for an employee that meets the midpoint/market criteria above and additionally possesses a substantial amount of relevant work experience, advanced educational qualifications and the candidate’s expected job performance will significantly exceed that of other employees performing the same position. Hiring at this rate should be rare and factors such as a scarce supply of talent and critical turnover should be considered.

Minimum	1 st Quartile	Midpoint	3 rd Quartile to Maximum
Meets minimum qualifications	Previous related experience	Subject Matter Expert	Rare, but may be justified
No prior experience	Demonstrated ability to perform duties	Exhibits broad and deep knowledge of job and related areas	Can independently perform the required position duties with no preventable errors immediately upon hire,
Requires additional training to build knowledge and skills	May require additional training to perform duties independently	Senior-level job expertise with no training required	AND
		Can independently perform the required position duties with no preventable errors immediately upon hire.	Difficult to recruit applicants; Industry leading expertise; Sought after educational background or certifications

This policy (SCS 6.5g) should not be applied to candidates hired at the first-level of a Career Progression Group (CPG) designated position, typically since the minimum qualifications for most first-level CPG jobs require no relevant past experience. In order to justify the use of this policy (6.5g), a candidate must have extraordinary job-related qualifications, which would likely qualify the applicant for the maximum (or cap) of the CPG position.

PROVISIONS

- 1) Provisions of Rule 6.5(g) can be used for a candidate only upon probational or job appointment.
- 2) Pay can be set under Rule 6.5(g) above the minimum, but not to exceed the midpoint of the pay range for the affected position.
 - 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) Extraordinary or superior qualifications/credentials must be verified and documented as job related in order for this policy (6.5g) to be used.
 - a) Any request for pay to be set above the minimum under Rule 6.5(g) must be submitted on a Personnel Action request form by the Appointing Authority with verified credentials attached and with written justification for the requested pay. The Appointing Authority must approve the requested salary before it is officially offered or paid. The Appointing Authority shall verify any extraordinary qualifications/credentials which his request for a higher minimum salary upon appointment of a candidate will be based on.
- 4) Using SCS 6.5(g) for all current probational job appointment and permanent employees who occupy positions in the same job title, and who possess the same or similar qualifications/credentials may be adjusted upon LUSHSC-NO's discretion and the extraordinary/superior qualifications/credentials will be verified in the same manner as for a candidate.
 - a) The adjustment may be 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.

Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.

- 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 job with a lower maximum 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 30 days.
- 6) If an employee with permanent status resigns and is then rehired 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 state service of at least 30 days.
- 7) Requests for exceptions to this rule must be approved by the Louisiana State Civil Service Commission.

APPROVED

Cori L. Higginson

Cori Higginson, Appointing Authority
Director of Human Resource Management