EXTRAORDINARY QUALIFICATIONS/CREDENTIALS POLICY
Effective: July 1, 2018

POLICY
In accordance with State Civil Service Rule 6.5(g), Extraordinary Qualifications/Credentials, Louisiana State University Health Sciences Center - New Orleans (LSUHSC-NO) reserves the right to offer salaries above the minimum to applicants who possess extraordinary qualifications/credentials only when such action is necessary to recruit those persons to work for LSUHSC-NO. LSUHSC-NO will consider similar pay adjustments for current employees who possess the same or substantially similar qualifications.

Specific verification of the extraordinary qualifications/credentials possessed and evidence of how those extraordinary qualifications/credentials would be particularly beneficial to help fill the position is required.

APPLICABILITY
This policy shall apply to the LSUHSC-NO classified employees and prospective employees.

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

PURPOSE
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 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**: a new hire’s relevant work history and academic qualifications as related to the job;

- **Knowledge, Skills, and Abilities**: special qualifications, competencies, and/or prerequisites needed to successfully perform the tasks required of a job;

- **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.

Pay ranges are divided into quartiles in order to aid in determining employee hiring rate placement within the prescribed salary range. There are four points in the range to consider:

- **Minimum**: is the entry point for a grade and is appropriate for someone who is new to the position, when there is an abundant supply of talent, and low turnover;

- **First Quartile**: is the progress point for a pay range and is usually appropriate for someone who is experienced and performing all the duties of the position, or when there are challenges in the supply of talent, and some turnover;

- **Midpoint**: is the advanced point (midpoint or market) and is usually appropriate for a seasoned employee who is performing competently in their job over many years, or when there is a limited supply of talent, and significant turnover;

- **3rd Quartile to Maximum**: is the point up to the maximum for a grade that is usually appropriate for an employee with a level of experience and expected performance that will significantly exceed both the requirements of the job and the performance of most other employees. Hiring at this rate should be rare and factors such as a scarce supply of talent, and critical turnover should be considered.

<table>
<thead>
<tr>
<th>Minimum</th>
<th>1st Quartile</th>
<th>Midpoint</th>
<th>3rd Quartile to Maximum</th>
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<tbody>
<tr>
<td>Meets minimum qualifications</td>
<td>Previous related experience</td>
<td>Subject Matter Expert</td>
<td>Hiring above the midpoint/market should be rare, but may be justified by the following:</td>
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<td>No prior experience</td>
<td>Demonstrated ability to perform duties</td>
<td>Exhibits broad and deep knowledge of job and related areas</td>
<td>- Difficult to recruit applicants to the position</td>
</tr>
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<td>Requires additional training to build knowledge and skills</td>
<td>May require additional training to perform duties independently</td>
<td>Senior-level job expertise with no training required</td>
<td>- Highly qualified with industry-leading expertise</td>
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<td></td>
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<td>- Sought-after educational background or certifications</td>
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Employees hired at the first level of a career progression group should not typically be hired on 6.5(g) since the minimum qualifications for the majority of first level jobs require no experience. In order to justify a 6.5(g) payment an applicant must have extraordinary job-related qualifications, which would likely qualify the applicant for the cap of the career progression group.

LSUHSC-NO uses the following criteria to determine whether a candidate may be eligible for a starting salary above the minimum:

<table>
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<tr>
<th>Experience*</th>
<th>Education/Degree</th>
<th>Certifications</th>
</tr>
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<tbody>
<tr>
<td>Candidate has five (5) or more years of related experience beyond the minimum requirement as stated in the Civil Service job specifications.</td>
<td>Education level achieved is at least one level beyond the minimum qualifications of the Civil Service job specifications. Degree must be in a relevant field. Example: Job Specs require an Associate’s degree; Candidate has a Bachelor’s degree.</td>
<td>Candidate possesses job-related, relevant certifications from industry-recognized schools or organizations beyond what is minimally required in the Civil Service job specifications.</td>
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*Experience criterion MUST be met for 6.5(g) consideration.

If the candidate meets only the Experience criterion, a starting salary may be offered ranging from the minimum to the first quartile of the approved range for the position.

If the candidate meets the Experience criterion plus the Education/Degree and/or Certifications criteria, the starting salary may range up to the midpoint of the salary range.

Possession of one or more of the above criteria does not guarantee approval for a 6.5(g) starting salary. Approval for 6.5(g) will also be based upon other factors including, but not limited to, budget availability and departmental parity.

**PROVISIONS**

1) Provisions of Rule 6.5(g) can be used for a candidate only upon probation 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 job.

   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 qualifications/credentials must be verified and documented as job related. The Appointing Authority shall verify any extraordinary qualifications/credentials which his request for a higher minimum salary upon appointment of a candidate will based.

   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.
4) In requesting similar pay adjustments for current employees occupying affected job titles and who possess the same or similar qualifications/credentials, the Appointing Authority will verify those superior credentials in the same manner as for a candidate.

   a) Upon approval by the Appointing Authority, salaries of current employees who occupy positions in the affected jobs and possess the same or substantially similar qualifications 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. The same verification process used for the applicant is required, and formal documentation must be created and available for audit.

   b) Such adjustments shall only be made on the same effective date that the higher 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 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 service of at least 30 days.

7) Requests for exceptions to this rule must be approved by the State Civil Service Commission.

APPROVED:

Dr. Rosalynn Martin, Appointing Authority
Director of Human Resource Management

Date 8/2/2018