

Extraordinary Credentials Policy – Administrative Pay Schedule (AS)

Revision Date: August 18, 2014

Policy Statement:

It is the policy of the Louisiana State University Health Sciences Center – New Orleans that under the provisions of Civil Service rule 6.5(g), an appointment to a classified position within the Administrative (AS) Pay Schedule may, at the discretion of the Chancellor or appointing authority, be paid at a rate higher than the minimum of the range if the candidate/appointee possesses job-related qualifications significantly beyond the minimum required qualifications for the job.

Purpose:

In order to attract, retain, and motivate a qualified staff of employees, this policy is designed to allow flexibility in hiring rates for individuals who exceed the minimum qualifications of a job.

Criteria:

The following criteria will be used to determine whether a candidate for selection, promotion, or transfer into a classified position may be eligible for a starting salary above the minimum:

Education	Experience	Skills/Certifications
Education level achieved is at least one level beyond the minimum qualifications of the Civil Service job specification. Degree must be in relevant field. (Example: Job Specs require an Associate’s degree; Candidate has a bachelor’s degree)	Candidate has 5 or more years of related experience beyond the minimum requirement as stated in the job specifications.	The candidate possesses job-related skills that significantly exceed the skills stated in the job specifications. Examples of such skills may include: <ul style="list-style-type: none"> • Relevant certifications or courses from industry-recognized schools or organizations that exceed the job specifications. • Demonstrable job-related skills that would create the expectation of higher levels of performance in the job.

- If the candidate meets **one** of the above criteria, a starting salary may be offered ranging from the minimum to the first quartile of the approve range for the position.
- If the candidate meets two of the criteria, the starting salary may range up to the midpoint of the salary range.

NOTE: In determining the starting salary, consideration should be given to the pay and qualification of other incumbents currently performing the job.

Provisions:

- This policy relates to any position in the Administrative (AS) Pay Schedule.
- “Extraordinary Credentials” means credentials that are above and beyond the minimum qualifications of the position.
- This policy does not apply to positions with Special Entrance Rates.
- The employee may be paid upon hiring or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective.
- If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a lower level job in his career progression group 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 60 days.
- The criteria used to justify the application of this policy must be approved by the Dean’s Office.
- The documentation indicating the Dean’s approval must be maintained in the department office with a copy sent to HR.


8/18/14

 Bryan Bode, Interim HR Director Date