



Policy # HR 6.010

Civil Service Rule 6.5(g) – Extraordinary Qualifications Policy

Authority:	Civil Service Rule 6.5(g)	Effective Date:	10/01/2007
		Last Revision:	02/23/2021

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 above and beyond the minimum qualifications/credentials. This rule may be helpful with certain unique positions, or positions that are difficult to fill including part-time positions, job appointments, and positions with special qualifications beyond the minimum qualifications.

POLICY:

Subject to provisions of Civil Service Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 22 and 23 of the Civil Service Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing authority may pay the employee at a rate above the minimum provided that:

- such superior qualifications/credentials are verified and documented as job related,
- the rate does not exceed the midpoint of the range for the affected job,
- the rate is implemented in accordance with written policies and procedures established by the department and approved by the Director,
- the appointment is probational or a job appointment.

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. The salaries of all current probational, job appointment and permanent employees who occupy positions in the same job title and who 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 provided that the qualifications/credentials are also verified and documented as job related and

that the rate is implemented in accordance with written policies and procedures established by the department; such policies shall be posted in a manner which assures their availability to all employees. Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.

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. 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 a least 30 days.

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

PROCEDURE:

Verification of Extraordinary Qualifications/Credentials

- When the interviewer believes the applicant has extraordinary qualifications/credentials affecting the hire rate, the interviewer must obtain written proof and verification of the extraordinary qualifications/credentials. The department head of the employing department must submit a request, with justification, to Human Resources to hire above the minimum hire rate.
- Human Resources will verify the applicant's extraordinary qualifications/credentials.
- The verification of qualifications/credentials will be evidenced through college transcripts, copies of licenses, certificates, job experience and/or Civil Service application forms.

Calculation and Approval of Hire Rate:

- Human Resources will determine a salary commensurate with the applicant's qualifications. Consideration will be given to current, local market rates in determining the salary.
- Hire rates above the minimum must be approved by the Appointing Authority.

REFERENCE: Civil Service Rules 6.29 & 6.5(g)

DISTRIBUTION: Electronically via College's email and website

APPROVAL:

Reviewing Council/Entity	Approval Date
College Council	02/23/21
Executive Cabinet	02/23/21