



Policy No. 6.007
Northwest Louisiana Technical College

Civil Service Rule 6.5(g) Extraordinary Qualifications/Credentials

Original Adoption: February 10, 2008
Effective Date: July 1, 2018
Last Revision: June 18, 2018

In accordance with Civil Service Rule 6.5(g), Northwest Louisiana Technical College (NWLTC) has authority to hire above the normal minimum of the pay range when filling classified positions with applicants who possess extraordinary qualification beyond the minimum qualifications.

Purpose

Civil Service Rule 6.5(g) provides the opportunity for agencies to hire above the normal minimum of the pay when filling classified positions with applicants who possess extraordinary qualification beyond the minimum qualifications.

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

The Appointing Authority is limited to a rate not to exceed the midpoint of the pay range. Requests for exceptions must be approved by the State Civil Service Commission.

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 an employee's pay relative to the 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: an employee’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 compared to the market rate 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 (above the 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.

Minimum	1 st Quartile	Midpoint	3 rd Quartile to Maximum
Meets minimum qualifications	Previous related experience	Subject Matter Expert	Hiring above the midpoint/market should be rare, but may be justified by the following: <ul style="list-style-type: none"> • Difficulty to Recruit applicants to the position • Highly qualified with industry leading expertise • Sought after educational background or certifications
No prior experience	Demonstrated ability to perform duties	Exhibits broad and deep knowledge of job and related areas	
Requires additional training to build knowledge and skills	May require additional training to perform duties independently	Senior-level job expertise with no training required	

Salary Provisions

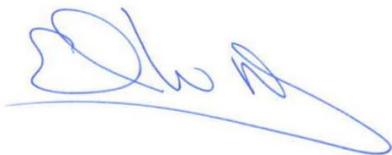
1. Provisions of Rule 6.5(g) can be used for a candidate only upon probationary appointment or job appointment.
2. Pay can be set under Rule 6.5(g) above the minimum but not to exceed the midpoint of the pay range for the job.
 - a. The employee may be paid upon hiring or at any time within one year of the hire date.
 - b. If paid after the hiring date, the pay change must be prospective.
3. Extraordinary qualifications/credential must be verified and documented as job related.
4. In requesting a 6.5(g) salary adjustment, the salaries of all current probational and permanent employees who occupy positions in the affected jobs and possess the same or equivalent qualifications/ credentials may be adjusted.
 - a. The current probational and/or permanent employees pay may be adjusted up to but not to exceed the amount of the percent difference between the special hiring rate the minimum of the pay grade.
 - b. The same verification process used for the applicant is required and formal documentation must be created and available for audit purposes.

Verification and Approval of Extraordinary Qualifications/Credentials

The Chief Human Resources Officer must verify the applicant’s extraordinary qualifications/credentials. The verification of qualifications/credentials will be evidenced through college transcripts, copies of licenses, certificates, verification of job experience and Civil Service application forms.

After verification of the applicant’s extraordinary qualifications/credentials is completed, the information will be forwarded to the Appointing Authority for final approval before the candidate is quoted a hire rate above minimum.

Approved:



Earl W. Meador, JD
Director