



Policy No. 6.007

Northwest Louisiana Technical Community College

CIVIL SERVICE RULE 6.5(G) EXTRAORDINARY QUALIFICATIONS/CREDENTIALS

Original Adoption: February 10, 2008
Effective Date: July 1, 2018
Last Revision: July 5, 2023

In accordance with Civil Service Rule 6.5(g) and provisions of Civil Service Rule 6.29, Northwest Louisiana Technical Community College (NLTC) 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 range 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 fill including part-time positions, job appointments, and positions with special qualifications beyond the minimum qualifications.

Salaries

Subject to provisions of Civil Service Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 7 and 8 of the Civil Service Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing authority, may at his/her own discretion, pay the employee upon hiring 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 third quartile of the range for the affected job.
- 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.
- The Appointed Authority and Human Resource Director will determine a salary commensurate with the applicant's qualifications.
- The interviewer should contact the Appointed Authority and Human Resource Director to determine the appropriate hire rate for the applicant.
- Hire rates above the minimum must be approved by the Appointed Authority and Human Resource Director before being communicated to the applicant.
- The salary must not exceed the third quartile of the range.

The salaries of all current probational and permanent employees who occupy positions in affected jobs and 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.

Verification of Extraordinary Qualification/Credentials


The Vice Chancellor of Academics and Student Services at the applicable College must 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 Civil Service application forms.

When the interviewer believes the applicant has extraordinary qualifications/credentials affecting the hire date, the interviewer must obtain written proof and verification of the qualifications/credentials.

Policy Reference: Louisiana Technical College Procedure No. HR1930.509
Civil Service Rule 6.29
Civil Service Rule 6.5(g)

Approved:



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Chancellor