

INTERNAL POLICY AND PROCEDURE

TITLE: Special Entrance Rates for Classified Service Employees for Job Titles Effective November 20, 2006

EFFECTIVE DATE: November 20, 2006

CANCELLATION: None

DIVISION: BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

CATEGORY: Human Resources (Civil Service Employment)

RESPONSIBLE DEPARTMENT: Human Resources (L)

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish special entrance rates for qualified classified service employees in accordance with Civil Service Rule 6.5(b), *Special Pay Provisions*.

2. **Applicability**

This policy shall apply to all Delgado Community College workers and applicants in the affected job titles.

3. **Implementation**

In accordance with Department of Civil Service Compensation Division Human Resources Handbook, Chapter 6, "Special Entrance/Retention Rate – Rule 6.5(b), "the Flexible Special Entrance Rates (FSERs) were approved as a convenience to both the agencies and to Civil Service. FSERs, which are within the approved limits, no longer have to be submitted to the Commission for approval." Therefore, this policy becomes effective upon internal approval of this policy, with effective dates for specific provisions outlined in the policy.

4. Provisions

A. Effective November 20, 2006, hire rates for the following Delgado classified service employees are as follows:

<u>Title</u>	<u>Pay Level</u>	<u>Job Code</u>	<u>Hourly rate</u>
Laborer	WS-203	129140	\$ 9.00
Carpenter	WS-212	128700	\$13.50
Maintenance Repairer 2	WS-212	128640	\$13.50
Plumber	WS-212	129500	\$13.50
Painter	WS-212	130200	\$13.50
Carpenter Master	WS-213	128740	\$14.45
Painter Master	WS-213	130210	\$14.45
Plumber Master	WS-213	146330	\$14.45
Carpenter Foreman	WS-215	128710	\$16.50
Electrician Specialist Leader	WS-215	155150	\$16.50
Painter Foreman	WS-215	129450	\$16.50
Electrician Specialist Foreman	WS-216	155150	\$17.50

B. All Delgado employees in the affected job titles on the date of implementation shall be brought up to the new hire rate or may be adjusted up to an hourly rate corresponding to the percent difference between the old and new hire rate. No employee shall be paid over the range maximum.

5. Rationale

The business rationale for the implementation of the Special Entrance Rate is:

- (1) To meet the salary demands of new recruits;
- (2) To increase the pool of qualified applicants; and
- (3) To reduce turnover.

Reference:

Delgado Policy and Procedures Memorandum HR-2130.1, "[Civil Service Appointing Authority, Certification and Internal Control](#)"

Review Process:

Director, Human Resources 11/7/06
Business & Administrative Affairs Council 11/17/06

Approval:

Vice Chancellor for Business and Administrative Affairs 11/17/06

Submitted:

Louisiana Department of State Civil Service 11/20/06