

INTERNAL POLICY AND PROCEDURE

TITLE: Special Entrance Rates for Classified Service Employees for Job Titles Effective March 12, 2007

EFFECTIVE DATE: March 12, 2007

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 March 12, 2007, 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>
Operating Engineer Master	WS-213	129420	\$14.45
HVAC/Refrigeration Mechanic	WS-214	136910	\$15.75
Operating Engineer Foreman	WS-215	129410	\$16.50
Police Officer 2	PS- 107	169670	See BAA-L05.4 (2/15/11)
Police Officer 3	PS- 108	169690	See BAA-L05.4 (2/15/11)
Police Sergeant	PS- 110	169710	See BAA-L05.4 (2/15/11)

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 2/14/07
Business & Administrative Affairs Council 2/22/07

Approval:

Vice Chancellor for Business and Administrative Affairs 2/22/07

Submitted:

Louisiana Department of State Civil Service 2/26/07