



INTERNAL POLICY AND PROCEDURE

TITLE: EXTRAORDINARY QUALIFICATIONS/ CREDENTIALS

EFFECTIVE DATE: February 18, 2010

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 policy and procedures through which Delgado Community College determines the entry salary for applicants for classified Civil Service positions with extraordinary qualifications and credentials.

2. **Applicability**

This policy applies to all Delgado classified employees and prospective appointees.

3. **Policy**

Delgado reserves the right to offer salaries above the minimum under [Civil Service Rule 6.5 \(g\) "Hiring Rates: Extraordinary Qualifications/Credentials"](#) to applicants who possess superior education and experience only when such action is necessary to recruit those persons to work for the College. The College may consider similar pay adjustments for current employees who possess the same or substantially similar qualifications.

4. **Provisions**

A. Subject to all applicable Civil Service provisions, if an applicant who is eligible for appointment possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, he or she *may be paid upon hiring or within one year of the hire date* at a rate above the minimum provided that:

- (1) such superior qualifications/credentials are verified and documented as *job related* according to Civil Service's job specifications for the job title,
 - (2) the rate *does not exceed the third quartile* of the range for the affected job title,
 - (3) the rate is implemented in accordance with written policies and procedures established by the College and posted on the College's website to ensure availability to all employees,
 - (4) the appointment is probational, provisional or a job appointment.
- B. The newly hired employee may be paid at the higher pay rate upon hiring or at any time within one year of the hire date. If paid at the higher pay rate after the hiring date, the pay change must be prospective.
- C. The newly hired employee is subject to the provisions of the College's ["Probationary Period for Non-permanent Classified Employees"](#) policy.
- D. The salaries of all current probational 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 according to Civil Service's job specifications for the title, and that the rate is implemented in accordance with written policies and procedures established by the College and posted on the College's website to ensure 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.
- E. If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a lower level job in his or her career progression group at the College, the employee shall not be eligible for an increase under this policy unless there has been a break in State service of at least 60 days.

4. **Procedures**

- A. When a supervisor is interviewing an applicant that he/she believes has extraordinary qualifications/credentials, which should be considered in determining the hire rate, the supervisor should contact the Human Resources Office.
- B. If an applicant's extraordinary qualifications/credentials are verified *and* determined to be job related according to Civil Service's job specifications for the title, the appointing authority will determine a salary not to exceed the third quartile of the range and commensurate with the applicant's qualifications as evidenced by original college transcripts, copies of licenses, certificates, verified job related experience, Civil Service application forms, etc., as applicable. Hire rates above the minimum must be approved by the appointing authority before being communicated to the applicant.

C. The appointing authority, after consulting with the Vice Chancellor for Business and Administrative Affairs, *may* recommend that the salaries of probational and permanent employees who occupy positions in the same job title and who possess the same or equivalent qualifications/credentials 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: (1) the qualifications/credentials are also verified and documented as job related according to Civil Service’s job specifications for the title, and (2) funding is available. The availability of funding will be determined by the Vice Chancellor for Business and Administrative Affairs. The effective date for the pay change used is the hire date of the new employee.

Reference:

[Civil Service Rule 6.5 \(g\) “Hiring Rates: Extraordinary Qualifications/Credentials”](#)
Delgado Internal/Department Policy and Procedure [BAA-L06 “Probationary Period for Non-permanent Classified Employees”](#)
Delgado Policy and Procedures Memorandum BA-2130.1, [“Civil Service Appointing Authority, Certification and Internal Control”](#)

Review Process:

Human Resources Staff 1/20/10
Assistant Vice Chancellor for Human Resources 1/27/10
Business & Administrative Affairs Council 2/18/10

Approval:

Vice Chancellor for Business and Administrative Affairs 2/18/10

Civil Service Notification:

Filed with Civil Service Compensation Division 2/18/10