



L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # HR-010

Title: Extraordinary Qualifications
Civil Service Rule 6.5(g)

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| Authority: DSCS Rule 6.5(g) | Original Adoption: 10/01/07 |
| | Effective Date: 10/01/07 |
| | Last Revision: Initial |

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 qualifications beyond the minimum/preferred 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.

GENERAL POLICY:

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 or at any time within one year of the hire date, 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 established policy and procedures shall be posted to assure their availability to all employees.
- The appointment is probational, provisional or a job appointment.
- 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.

GENERAL PROCEDURES:

VERIFICATION OF EXTRAORDINARY QUALIFICATIONS/CREDENTIALS

- When the interviewer believes the applicant has extraordinary qualifications/credentials affecting the hire, the interviewer must obtain written proof and verification of the extraordinary qualifications/credentials. The department head of the employing department must submit a request, with justification, to the Human Resources Manager to hire above the minimum hire rate.
- The Human Resources Manager will 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/or Civil Service application forms.

CALCULATION AND APPROVAL OF HIRE RATE:

- The Human Resources Manager will determine a salary commensurate with the applicant's qualifications. Consideration will be given to current, local market rates in determining the salary.
- Hire rates above the minimum must be approved by the Appointing Authority and the Vice Chancellor of Finance & Administration.