



**THE UNIVERSITY of
NEW ORLEANS**

**ADMINISTERED BY: The Vice President of
Business Affairs**

Policy No: AP-BA-20.2
TITLE: Extraordinary
Qualifications/Credentials (Civil
Service)
EFFECTIVE DATE: June 2, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2018

PURPOSE

To establish the policy and procedure through which the University of New Orleans determines the entry salary for applicants for classified Civil Service positions with extraordinary qualifications and credentials.

AUTHORITY

Part Two, Chapter II, Section IV of the bylaws and rules of the University of Louisiana System and Civil Service Rule 6.5(g)

APPLICABLE CIVIL SERVICE RULE

Civil Service Rule 6.5(g) Extraordinary Qualifications/Credentials

Subject to the provisions of Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapter 22 and 23 of the Civil Service Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing authority may, at his own discretion, pay the employee upon hiring at a rate above the minimum provided that:

1. such superior qualifications/credentials are verified and documented as job related;
2. the rate does not exceed the third quartile of the range for the affected job;
3. the rate is implemented in accordance with written policies and procedures established by the University; such policies shall be posted in a manner that assures their availability to all employees.

The employee may be paid upon hiring or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective. 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 university; such

policies shall be posted on the Office of Human Resource Management webpage at www.hrm.uno.edu which assures their availability to all employees.

GENERAL POLICY

1. If an applicant has verified extraordinary qualification/credentials, the Vice President for Human Resource Management, after consulting with the budget unit head, will determine a monthly salary commensurate with the applicant's qualifications as evidenced by original college transcripts, copies of licenses, certificates, verified job related experience and Civil Service application forms, not to exceed the third quartile of the range.
2. The University of New Orleans employees in the same job title and pay level who have the same qualifications as the newly hired employee who are being paid a salary lower than the salary paid a new employee may have their pay increased to the same salary as the new employee or may be granted the percent difference between the base hire rate and the new rate, providing funding is available. The availability of funding will be determined by the Vice President for Business Affairs. Such adjustments shall only be made on the same date that the higher pay is given to the newly hired employee.
3. The University of New Orleans employees who are earning in excess of the new employee may have their salaries increased in the amount of the percent difference between the hire rate and the new rate, providing funding is available. The availability of funding will be determined by the Vice President for Business Affairs. Such adjustments shall only be made on the same date that the higher pay is given to the newly hired employee.
4. All new employees hired in accordance with this policy will serve a minimum of a twelve-month probationary period.
5. This policy is intended to make the university competitive with the job market in finding experienced candidates outside state government.

PROCEDURE

When a hiring manager is interviewing an applicant he/she believes has extraordinary qualifications/credentials, which should be considered in determining the hire rate, the hiring manager should contact the Office of Human Resource Management. A Human Resources Analyst will work with the Assistant Vice President for Human Resource Management to determine the appropriate hire rate for the applicant. Hire rates above the minimum must be approved by the Assistant Vice President for Human Resource Management before being communicated to the applicant. Official transcripts, copies of licenses, certificates, verified job related experience which has been documented in writing and a copy of the State of Louisiana Employment Application will be required to verify the applicant's credentials.

The Office of Human Resource Management, after consulting with the Vice President for Business Affairs, will determine if any adjustments are to be given to existing employees in the same job title

with the same qualifications/credential, providing funding is available. The Vice President for Business Affairs will determine if funding is available.



John W. Nicklow
President
University of New Orleans

**Policy Updates:
Revisions: 6/1/2017*