

**LOUISIANA STATE UNIVERSITY HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4547-24

CATEGORY: Human Resources

CONTENT: State Civil Service Rule 6.5(g)
Hiring Based on Extraordinary Qualifications/Credentials

APPLICABILITY This policy shall apply to the filling of classified jobs for Probational Appointments and Job Appointments at the HCSD Administration (HCSDA) and the Lallie Kemp Regional Medical Center (LKMC).

EFFECTIVE DATE: Issued: April 20, 2006
Revised: December 18, 2006
Reviewed and Revised: December 20, 2007
Reviewed: August 22, 2008
Reviewed: October 26, 2009
Reviewed: October 18, 2010
Reviewed: November 4, 2011
Reviewed: April 2, 2014
Reviewed: March 4, 2015
Revised: August 4, 2016
Reviewed: March 31, 2017
Revised: July 1, 2018
Reviewed: August 7, 2020
Reviewed: May 10, 2022
Reviewed: June 14, 2023
Reviewed: June 18, 2024
Revised: November 1, 2024

INQUIRIES TO: Human Resources Administration
LSU Health Care Services Division
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NOTE: Approval signatures/titles are on the last page.

**LSU HEALTH CARE SERVICES DIVISION
STATE CIVIL SERVICE RULE - 6.5 (g)
HIRING BASED UPON EXTRAORDINARY QUALIFICATIONS/CREDENTIALS**

I. POLICY STATEMENT

The Health Care Services Division (HCS D) reserves the right to offer salaries above the minimum of the pay range and up to the amount allowable under State Civil Service Rule 6.5(g) to applicants for classified jobs who possess superior education, unique qualifications/credentials and/or significant experience specifically related to the job being filled only when such action is necessary to recruit those persons to work for HCS D. HCS D will consider similar pay adjustments for current employees who possess the same or substantially similar qualifications. Specific verification of the extraordinary qualifications/credentials possessed and evidence of how those extraordinary qualifications/credentials would be particularly beneficial to help fill the position is required.

Exceptions to 6.5(g) payments:

If an employee with permanent status resigns and is then re-hired into either the same position or into the same job title or a job with a lower maximum within HCS D, the employee shall not be eligible for an increase under this rule unless there has been a break in state service of at least thirty (30) days.

If an employee with permanent status resigns and is then re-hired into a job with a lower maximum at any other agency, the employee shall not be eligible for an increase under this rule unless there has been a break in service of at least thirty (30) days.

Note: Any reference herein to Health Care Services Division (HCS D) also applies and pertains to Lallie Kemp Medical Center (LKMC).

Reviewed/Approved by Civil Service: Email dated 11/27/24 from CS staff Y Moon

II. IMPLEMENTATION

This policy becomes effective upon the approval and signature of the HCS D Chief Executive Officer (CEO) or Designee and approval of State Civil Service. Subsequent revisions become effective on the date revisions are approved and signed by the HCS D CEO or Designee and approval of the State Civil Service.

Note: Please be aware that use of this rule may cause compression of salaries between employees.

III. POLICY PROVISIONS

- A. State Civil Service Rule 6.5(g) can be used for a candidate only upon Probational/Job Appointment date.
- B. Pay can be set above the minimum but not to exceed the midpoint of the pay for the job.
 - 1. The employee may be paid upon hiring or any time within one (1) year of the hire date.

2. If paid after the hiring date, the pay change must be prospective.
 3. This rule cannot be used to determine pay rates for other types of actions such as promotions, details, etc.
- C. The HCSD Policy and any subsequent revisions shall be posted in one or more visible locations to ensure that it is accessible/available to all employees. The Appointing Authority must ensure that the posting and any subsequent revisions remain in place permanently or replaced when appropriate.
- D. When determining and setting an appropriate salary upon hire, the following factors shall be taken into consideration:
1. Market Relativity
A comparison of the new hire's pay relative to the midpoint or market rate for the position
 2. Internal Equity
A criterion that takes into consideration the relationship of one employee's salary to the salaries of other employees who have comparable levels of education and experience and perform similar duties and responsibilities within a work unit, division or agency
 3. Work Experience/Education
A new hire's relevant work history and academic qualifications as related to the job
 4. Knowledge, Skills, and Abilities
Special qualifications, competencies, and/or prerequisites needed to successfully perform the tasks required of a job
 5. Recruitment/Retention Issues
Issues related to jobs that may warrant higher salaries because of difficulty in recruiting or retaining employees with qualifications or credentials that are highly sought after
- E. Pay ranges are divided into quartiles to aid in determining employee hiring rate placement within the prescribed salary range. There are four (4) points in the range to consider:
1. Minimum
This is the entry point for a grade and is appropriate for an applicant who is new to the position, when there is an abundant supply of talent, and low turnover.
 2. First Quartile
This progress point for a pay range is usually appropriate for an applicant who is experienced and performing all duties of the position, or when there are challenges in the supply of talent, and some turnover. Applicant has previous related experience and demonstrated ability to perform duties. Additional training may be required to perform duties independently.
 3. Midpoint
This is the advanced point (midpoint or market) and is usually appropriate for a seasoned applicant who is performing competently in their job over many years, or when there is a limited supply of talent, and significant turnover. Applicant may be a subject matter expert, exhibits broad and deep knowledge of job and related areas, and have senior-level job expertise with no training required.

Note: Hiring rate above the midpoint of a range will require the approval of the Civil Service Commission.

- 4. **3rd Quartile to Maximum**
 This is the point up to the maximum for a grade that is usually appropriate for an applicant with a level of experience and expected performance that will significantly exceed both the requirements of the job and the performance of most other applicants. Hiring at this rate should be rare and factors such as a scarce supply of talent, and critical turnover should be considered. Applicants will be highly qualified with industry-leading expertise and sought-after educational background or certifications.

Note: Hiring rate above the midpoint of a range will require the approval of the Civil Service Commission.

Minimum	1st Quartile	Midpoint	3rd Quartile to Maximum
Meets minimum qualifications No prior experience Requires additional training to build knowledge and skills	Previous related experience Demonstrated ability to perform duties May require additional training to perform duties independently	Subject Matter Expert Exhibits broad and deep knowledge of job and related areas Senior-level job expertise with no training required	Hiring above the midpoint/market should be rare, but may be justified by the following: -Difficult to recruit applicants to the position -Highly qualified with industry leading expertise -Sought-after educational background or certifications

- F. HCSD Headquarters and Lallie Kemp Regional Medical Center shall be separate entities with regard to utilization of State Civil Service Rule 6.5(g).

IV. VERIFICATION OF SUPERIOR QUALIFICATIONS/CREDENTIALS

- A. The qualifications/credentials must be above the minimum qualifications required for the job.
- B. The Human Resources Department is responsible for ensuring that the superior qualifications/credentials that are being used to justify this special hire rate is verified and documented as job related.
- C. The Appointing Authority must review and approve the requested salary before it is offered or paid.

- D. Documentation of the superior qualifications/credentials, as well as Appointing Authority approval, must be maintained in the employee official employment record in Human Resources.

V. PAY ADJUSTMENT FOR CURRENT EMPLOYEE(S) – Probation, Permanent, and Job Appointment

- A. Current employee(s) whose base rate of pay falls below an approved 6.5(g) appointment rate of pay, shall have their base rate of pay adjusted up to the approved 6.5(g) rate as follows:

1. Must occupy the same job title.
2. Must possess the same or equivalent extraordinary, unique credentials or qualifications that have been verified and job related.
3. The Appointing Authority must review and approve the requested salary before it is paid.
4. The adjustment can only be made on the same date that the higher pay rate is given to the newly hired employee.
5. Documentation of the superior qualifications/credentials, as well as Appointing Authority approval, must be maintained in the employee official employment record in Human Resources.

- B. Current employee(s) whose base rate of pay is above an approved 6.5(g) appointment rate of pay of a newly hired employee, may have his/her salary adjusted upward not to exceed the amount of the % differential between the approved 6.5(g) rate and the regular hiring rate as follows:

1. Must occupy the same job title.
2. Must possess the same or equivalent extraordinary, unique credentials or qualifications that have been verified and job related.
3. If % differential is used, it must be the same % for all applicable employees. However, an employee shall not be paid above the maximum of the salary range assigned to his job title.
4. The adjustment can only be made on the same date that the higher pay rate is given to the newly hired employee.
5. The Appointing Authority determines and approves the cost of % differential and the decision to implement.
6. Documentation of the superior qualifications/credentials, as well as Appointing Authority approval, must be maintained in the employee official employment record in Human Resources.

VI. APPROVAL PROCESS

- A. The HCSD Chief Executive Officer and/or designee will approve requests for a 6.5(g) hiring rate for applicants/employees at the HCSD Administration.
- B. The Hospital Administrator and/or designee at Lallie Kemp Medical Center (LAKMC) will approve all internal requests for use of Civil Service Rule 6.5(g) under the following conditions:
 - 1. LAKMC will develop internal procedures, in addition to the HCSD policy, for application and approval of all 6.5(g) requests.
 - 2. Procedures must comply with Civil Service rules and HCSD policy.
 - 3. LAKMC will develop a standard 6.5(g) request form that will be used for all 6.5(g) hiring rate requests. (Attachment 1 may be used and/or modified as needed.)
 - 4. Requests for a 6.5(g) hiring rate must be reviewed and approved by the LKMC Hospital Administrator prior to an effective date of appointment.
 - 5. The HCSD Policy and the LAKMC procedures shall be posted in one or more locations to assure that it is accessible to all employees, as well as, any future revisions.
- C. Any request for a 6.5(g) hiring rate above the midpoint shall be submitted to the Civil Service Commission for prior approval.

VII. EXCEPTIONS

The HCSD CEO or Designee may waive, suspend, change, or otherwise deviate from any provision of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy; state and/or federal laws; Civil Service Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

REQUEST FORM FOR STATE CIVIL SERVICE RULE 6.5(g) SALARY RATE

(Attach copy of application/documentation to this form)

New Employee /_ /

Current Employee /_ /

Office/Dept: _____

Name of Applicant/Employee: _____ EmplID _____

Probational Appt /_ /

Job Appt /_ /

Current EE /_ /

Proposed Effective Date: _____

Job Title: _____ Pay Schedule: _____

Min hrly: \$ _____ Midpoint hrly: _____ Max hrly: _____ Proposed hrly: \$ _____

Extraordinary Qualifications/credentials/education: _____

Verified by (name/job title): _____

Recruitment Efforts (new hires only): _____

Current EEs, % differential to be applied: _____ or adj to 6.5g rate: _____

Current EE Hrly Rate: From: _____ To: _____

Applicants:

Total # Internal: _____ # Having same/equivalent credentials/exp: _____

Total # External: _____ # Having same/equivalent credentials/exp: _____

Current Employees:

Total # of current EE's occupying same job title who must be adjusted: _____
(A separate approval form must be completed for each current EE to be adjusted)

Reviewed/Approved _____

Signature of Appointing Authority/Designee

Date

/_ / Approved /_ / Disapproved

Comments:

(Copy of this form and any verification documents shall be filed in HR employee file to document salary rate.)

Document Metadata

Document Name: 4547-24-State Civil Service 6.5(g)
Hiring Based on Extraordinary
Quals/Creds.doc

Policy Number: 4547

Original Location: /LSU Health/HCSO/4500 - Human
Resources

Created on: 03/20/1996

Published on: 12/10/2024

Last Review on: 11/27/2024

Next Review on: 11/27/2025

Effective on: 03/07/2019

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12/10/2024