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MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 06-025

TO: Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries and Directors

FROM: Mary V. Gloston *mvg*
Human Resources Director

SUBJECT: Revision to Civil Service Rule 6.5(g), Extraordinary Qualifications/Credentials

DATE: December 7, 2006

Effective December 4, 2006, Governor Blanco signed and approved revisions proposed to Civil Service Rule 6.5(g), Extraordinary Qualifications/Credentials. This rule authorizes agencies, in accordance with their own established policies and procedures, to pay employees at a rate higher than minimum when hired on probationary, provisional or job appointments. Governor Blanco signed this revision and changes became effective December 4, 2006.

The changes to Civil Service Rule 6.5(g) are as follows (revisions are in *italics*):

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 Chapters 7 and 8 of the 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 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 department,
4. the appointment is a probationary, provisional or job appointment.

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 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 and that the rate is implemented in accordance with written policies and procedures established by the department; such policies shall be posted in a manner which assures their 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 employees.

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 career progression group at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in State service of at least 60 days.

Department policy is being revised to accommodate the rule change. As soon as the Department's policy has been approved it will be made available to all employees on Channel Z. If you have any questions regarding the rule change or revision to agency policy, please contact me directly.

MVG:cm

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