

State of Louisiana
Department of Culture, Recreation and Tourism

Policy Name: *Hiring Above the Minimum*
Policy Number: *HR Policy #2E-0103*
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Authorization: 
Charles R. Davis, Deputy Secretary

I. POLICY

In accordance with Civil Service Rule 6.5(g), it is the policy of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) to recruit and hire the most qualified individuals for vacant positions. When a candidate exhibits extraordinary or superior qualifications/credentials, above and beyond that required by the minimum qualifications, OLG/DCRT shall consider hiring an individual above the minimum pay rate, when not doing so would jeopardize the hiring of the most qualified individual.

II. APPLICABILITY

This policy shall apply to all classified employees of OLG/DCRT.

III. PROCEDURE

A. Criteria

When a job candidate possesses extraordinary qualifications or credentials, the Appointing Authority may propose that such applicant be paid above the normal minimum hiring rate, based on education or experience above the minimum qualification requirements, not to exceed the third quartile of the salary range.

B. Determining the Amount of Pay

The specific hiring rate above the minimum will be based upon a determination made by consensus of the supervisor, Appointing Authority, and Human Resources Director. Consideration will be given for the number of years of education or experience above the minimum qualifications, pay compression issues relative to comparable staff. Approval is on a case-by-case basis within budget allowances.

C. Justification Requirements

The Appointing Authority shall submit a written request to the Human Resource Director stating the proposed pay rate and justification, including verifications and documentation. The Appointing Authority may not extend a conditional offer of employment until the proposed pay rate has been approved by the Human Resources Director.

Verifications and documentation may be in the form of official college transcripts, certification of previous work experience from former employers, or minimally, a copy of the individual's employment application containing verifiable data.

D. Affect on Other Positions

The Appointing Authority may also adjust the salaries of current probational and permanent employees who occupy positions in affected jobs and possess the same or equivalent qualifications/credentials. If the decision is made to do so, the Appointing Authority's statement shall so indicate and include justification. If only one current employee's salary is adjusted and there are other employees who qualify under this provision, all must be raised or if not, a statement shall be made to justify that decision, such as the current employee's pay already exceeds that proposed for the new hire, etc.

IV. CONSEQUENCES

The Director of Civil Service is authorized under Civil Service Rule 6.29 to revoke this pay authority when an Appointing Authority has abused this or other rules, and also allows the employee's pay to be reduced if it resulted from rule violation or abuse of discretion.

V. POSTING

This policy may be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.