JOB AIDS AND RESOURCES
Extraordinary Qualifications/Credentials – Guidelines

Guidelines for implementing a 6.5(g) policy include:

- An agency must have a posted policy in effect before hiring. Some agencies have very specific policies to cover particular job titles, while other agencies have broader policies that cover all jobs. The type of policy an agency establishes will depend upon the needs of the agency. Agencies should send a copy of their proposed 6.5(g) policies to the Compensation Division prior to implementation.

- The 6.5(g) rate cannot exceed the third quartile of the pay grade for the job. An agency does not have to pay at the third quartile; it can pay at any amount between the minimum and the third quartile.

- The superior qualifications/credentials must be verified and job related. For example, if an agency hires a social worker to provide mental health counseling services and the new hire happens to have a CPA certification, the agency would not pay for the CPA. However, if an agency were hiring an Accountant, the agency may want to pay extra for this qualification.

- An agency may adjust the salaries of employees, who are currently on board in the same job title as the new hire, up to the percent difference between the old hiring rate and the new hiring rate. Current employees must have the same or equivalent qualifications in order to be eligible for a corresponding adjustment. Adjustments for these employees are optional and can only be made on the date the higher pay rate is given to the newly hired employee.

  These adjustments can only be made to employees who are in the same job title. If a job is in a career progression group and an agency hires a new employee at the entry level, an agency may not adjust employees who are allocated at the higher levels of the job series. The adjustment may not exceed the maximum of the pay grade for the job.

- This rule can only be used when hiring an employee. This rule cannot be used to determine pay rates for promotions, details, etc.

- The payment for the new hire may be made upon hiring or at any time within the first year of hire. If paid after the date of hire, the pay must be prospective.

- If an employee with permanent status resigns and is then rehired into either the same position, 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.

Hiring an employee using this rule may cause a compression effect, whereby the new employee ends up making more than a senior employee. This is allowable, but the agency must be aware of this and should be able to explain its reasoning to the senior employees when they ask.