

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO.: 19

EFFECTIVE DATE: OCTOBER 20, 2015

SUBJECT: PAY ABOVE MINIMUM FOR SUPERIOR OR
EXTRAORDINARY QUALIFICATIONS/
CREDENTIALS – RULE 6.5(g)

AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY

I. POLICY

The Department of Natural Resources (DNR) may utilize Civil Service Rule 6.5(g) to recruit and hire the most qualified individuals for vacant positions. This Rule may be utilized when the applicant/new employee possesses extraordinary or superior job-related qualifications/credentials which exceed the minimum required for the position.

II. PURPOSE

This policy allows DNR to recruit and hire applicants who possess extraordinary or superior qualifications/credentials.

III. APPLICABILITY

This policy applies to applicants and current DNR employees who meet eligibility requirements. This special pay provision may be utilized only after a determination of funding availability and upon consideration of budgetary impact.

IV. DEFINITIONS

1. "Extraordinary" – Beyond that which is usual, regular or customary.
2. "Superior" – Above average in excellence, merit, grade or quality.
3. "New employee" – DNR employee within the first year of employment.
4. "Current employee" – DNR employee with one or more years of service.

V. ELIGIBILITY

To be eligible to receive a base pay rate above the minimum for a position, the following requirements must be satisfied:

1. Applicants/New Employees
 - A. The applicant's/new employee's extraordinary or superior qualifications/ credentials must be verified and job-related.
 - B. The applicant's/new employee's appointment must be probational or a job appointment.
2. Current Employees
 - A. DNR may consider increasing the base pay rate of current probational and permanent employees and job appointments who occupy positions in the same job title and who possess similar extraordinary, superior, job-related qualifications/credentials as the applicant/new employee for which Rule 6.5(g) was utilized.
 - B. The current employee's extraordinary or superior qualifications/credentials must be verified and job-related.
 - C. Consideration of a base pay rate increase for eligible current employees may be department-wide or limited to an office, section, geographical location or the like.

NOTE: Hiring managers and appointing authorities shall consider the availability of funding, budgetary impact and pay compression constraints that may result from utilization of the discretionary pay authority afforded by Rule 6.5(g).

VI. PROCEDURE

1. An appointing authority who desires to utilize Rule 6.5(g) to hire an applicant or retain a new employee who possesses extraordinary or superior qualifications/credentials must complete the DNR Request for Payment Under Rule 6.5(g) for Applicants/New Employees form (See Attachment #1). All portions of the form must be completed and all required attachments must be included.

2. An appointing authority who desires to utilize Rule 6.5(g) to adjust the base pay of current employees as a result of the base pay rate granted to an applicant/new employee must complete a DNR Request For Payment Under Rule 6.5(g) For Current Employees form (See Attachment #2).
3. To ensure that the information necessary to establish eligibility for pay under Rule 6.5(g) can be obtained, hiring managers shall require that applicants and employees being considered for such pay complete an Authorization for Release of Information (See Attachment #3).
4. The proposed hiring rate or pay adjustment rate shall be determined by the appointing authority with input from the supervisor, manager and a representative of the Office of State Human Capital Management. Consideration should be given to:
 - A. Recruitment/retention difficulties for the position;
 - B. The number of years of relevant education or experience the applicant possesses beyond the minimum qualifications;
 - C. Other aspects of the applicant's/new employee's qualifications/credentials which make him/her extraordinary or superior and of value to DNR;
 - D. Pay compression; and
 - E. Budgetary impact, including the number of current employees who may be considered for a base pay increase because they possess the same or similar extraordinary or superior qualifications/credentials.
5. The request form for an applicant/new employee will be routed to the Office of State Human Capital Management after completion of Page 1 and then returned, after processing, to the appointing authority, who then will route it to the Undersecretary for verification of funding and the Secretary for review and approval consideration.
6. If the Office of State Human Capital Management has identified current employees who may be eligible for consideration for a base pay adjustment under Rule 6.5(g), the appointing authority must decide whether to recommend a pay adjustment for such employees. The decision to award such an adjustment is discretionary.

If a base pay adjustment is recommended, the qualifications/credentials of the identified, eligible current employees must be verified.
7. The request form for a current employee will be routed to the Office of State Human Capital Management after the decision has been made to approve a base pay rate increase in accordance with Rule 6.5(g).

8. The Secretary will review and approve or deny each request for pay under Rule 6.5(g). In so doing, the Secretary will consider whether the applicant's/employee's qualifications/credentials are truly extraordinary/superior and actually benefit the department, and the potential impact upon the department's budget.

VII. LIMITATIONS

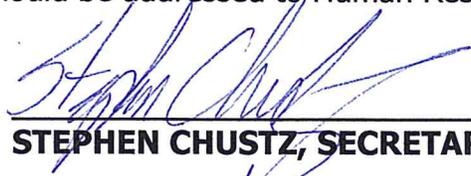
1. The applicant's/new employee's proposed base pay rate under Rule 6.5(g) shall not exceed the third quartile of the authorized pay range for the job.
2. Base pay rates under Rule 6.5(g) may be fixed at the time of hire or at any time within the first year of employment. Payments under Rule 6.5(g) may only be made prospectively.
3. If an employee with permanent status resigns from DNR and is thereafter re-hired by DNR into the same position or the same job title at a lower level job in the career progression group, he/she is not eligible for pay under the provisions of Rule 6.5(g) unless there was a break in State service of at least sixty days.
4. When existing employees receive pay adjustments under Rule 6.5(g) as a result of the base pay rate granted to an applicant/new employee:
 - A. The pay adjustment may be made prospective only as of the effective date the higher pay rate is granted to the applicant/new employee;
 - B. Such pay adjustments may be up to but cannot exceed the amount of the percent difference between the special hiring rate and the regular hiring rate; and
 - C. The adjustment cannot result in pay above the maximum of the pay range.

VIII. EXCEPTIONS

There will be no exceptions to this policy or the requirements/limitations of Rule 6.5(g).

IX. QUESTIONS

Questions regarding this policy should be addressed to Human Resources.



STEPHEN CHUSTZ, SECRETARY

10/19/15

DATE

INITIAL ISSUE DATE: 01/08

REVISION DATE: 10/15

**DNR REQUEST FOR PAYMENT UNDER RULE 6.5(g)
FOR CURRENT EMPLOYEES**

Attachment 2

Office			Job Title
Current Bi-Weekly Salary	Proposed Bi-Weekly Salary	Pay Level	Pay Range Maximum
Employee Name			Employee # Date of Hire
Direct Supervisor Name	Manager Name	Appointing Authority Name	
Is Employment Application Attached? (Required) ____ Yes			
Is this request based on the employee's extraordinary educational credentials which are comparable to an applicant/new employee receiving pay under Rule 6.5(g)? If so, a certified copy of transcript is required. Attached? ____ Yes			
What qualifications/credentials does the applicant have which are comparable to those of the applicant/new employee receiving pay under Rule 6.5(g)? _____ _____			
VERIFICATION OF QUALIFICATIONS/CREDENTIALS:			
COMPANY	CONTACT NAME	CONTACT TITLE	DATE VERIFIED
I HEREBY CERTIFY THAT I VERIFIED THE INFORMATION PROVIDED HEREIN AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.			
_____	_____	_____	_____
Signature	Printed Name	Title	
APPOINTING AUTHORITY: I certify that I have reviewed this request, believe the information herein to be true and correct and request the pay increase proposed herein.			
_____	_____	_____	
Signature	Date		
APPROVALS:			
1. Undersecretary: I certify that funds are available to pay this employee as recommended under the provisions of Rule 6.5(g).			
_____	_____	_____	
Signature	Date		
2. Secretary: Request ____ APPROVED ____ DENIED			
_____	_____	_____	
Signature	Date		

FORWARD TO OFFICE OF STATE HUMAN CAPITAL MANAGEMENT

AUTHORIZATION FOR RELEASE OF INFORMATION

NAME OF APPLICANT/EMPLOYEE: _____

To evaluate my eligibility for pay under the provisions of Civil Service Rule 6.5(g), Extraordinary/Superior Qualifications/Credentials, I hereby authorize a representative of the Department of Natural Resources to conduct an employment reference check by contacting the employers and other individuals/entities identified in my application to confirm my dates of employment, job duties and work experience.

I further authorize the employers/individuals/entities identified by me to provide the information requested to the Department of Natural Resources' representative for the purpose stated herein.

This authorization is valid for 60 calendar days from the date of my signature.

SIGNATURE

DATE