

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCE POLICY NO.: 19
EFFECTIVE DATE: January 22, 2008
SUBJECT: Pay Above Minimum for
Extraordinary Qualifications
AUTHORIZATION: Civil Service Rule 6.5(g)

POLICY

The Department of Natural Resources reserves the right to offer salaries above the minimum under Civil Service Rule 6.5(g) to applicants who possess superior education and experience only when such action is necessary to recruit those persons to work for the agency. DNR will consider similar pay adjustments for current employees who possess the same or substantially similar qualifications.

APPLICABILITY

The policy shall apply to all Department of Natural Resources employees and prospective appointees.

IMPLEMENTATION

This policy becomes effective upon the signature of the Secretary. Subsequent revisions shall become effective on the date the revisions are approved and signed by the Secretary.

PROVISIONS

1. Provisions of Rule 6.5(g) can be used for a candidate upon appointment or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective.
2. Pay can be set under Rule 6.5(g) above the minimum but not exceed the third quartile of the pay range for the job.
3. Superior education and experience must be verified and documented as job related. The hiring manager shall verify and superior education or experience upon which his request for a higher minimum salary upon appointment of a candidate will be based.
4. In requesting similar pay adjustments for current employees in the same job title and who possess the same or similar qualifications, the appropriate hiring manager(s) should verify these superior credentials in the same manner as for a candidate.

a. The adjustment may be up to the percent difference between the old hire rate and the new hire rate, but may not be made above the maximum of the range.

b. The adjustment can only be made on the date the higher pay rate is given to the newly hired employee.

5. 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.

PROCEDURES

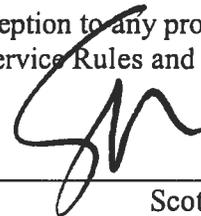
1. Any request for pay to be set above the minimum under Rule 6.5(g) must be submitted by the hiring manager with verified credentials attached and with written justification for the pay requested. The requested salary must be approved by the Secretary before it is officially offered or paid.

2. Upon receipt of an Applicant Recapulation Report for pay above the minimum under Rule 6.5(g) for a prospective appointee, the Human Resources Office shall alert the Secretary of current employees occupying affected jobs who may possess similar qualifications **if the manager has not already done so.**

3. The Secretary shall return any unapproved 6.5(g) salary requests noting disapproved on the written justification that was provided for consideration. This will be returned to the hiring manager.

EXCEPTIONS

The Secretary of the Department of Natural Resources may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.



Scott A. Angelle
Secretary

1/22/2008

Date