



Document History

Responsible Administrator: VP Admin/Finance

Responsible Office: Human Resources

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Special Entrance Rate Policy

Policy Statement

This establishes the policy and procedure through which Southeastern Louisiana University determines the Special Entrance Rates for new hires for Classified Civil Service positions. These special entrance rates are for new positions approved by the Department of State Civil Service and the Civil Service Commission.

University Policy

1. If a special entrance rate (SER) has been approved by the Civil Service Commission, employees may be hired into approved positions using the approved SER at a rate higher than the range minimum but not to exceed the approved SER amount in accordance with Rule 6.5 (b).
2. Southeastern Louisiana University employees in the same position title and pay level who are currently being paid less than the SER will have their pay increased to the SER on the effective date of the SER. They may also be granted the percentage difference between the Special Entrance Rate and the Regular Hire Rate provided

4. The university to which the special entrance rate is made applicable, having employees in the same job in the affected area or locale where the special rate will be used, shall increase the pay rate of such employees to the special rate. All new hires shall be paid at the special entrance or special retention rate. An appointing authority may adjust the salaries of employees working in the positions to which the special entrance rate applies to any salary up to but not to exceed the amount of the percent difference between the special entrance rate and the regular hiring rate.
5. When special entrance rates or special retention rates are adjusted downward, the individual pay rates of employees occupying positions affected by the authorized rates shall not be changed.
6. Special entrance rates and special retention rates must be approved by the Commission at its next scheduled meeting after action has been taken by the Director of Civil Service.

Applicability

This policy applies to Classified Employees Only.

Policy Procedure