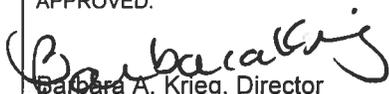


<b>STATE OF HAWAII</b> <b>DEPARTMENT OF HUMAN RESOURCES</b> <b>DEVELOPMENT</b> <b>POLICIES AND PROCEDURES</b>	POLICY NO. 201.002 ECCD/Comp	NO. of PAGES 2
	EFF. DATE 08/11/03	REV.NO./Date Rev. No. 3 10/22/14
TITLE: <b>HIRING RATES</b>	APPROVED:  Barbara A. Krieg, Director	

**I. POLICY**

All appointments shall be made at the minimum rate of the appropriate salary range, unless otherwise authorized.

**II. RATIONALE**

To establish a consistent hiring rate for State civil service appointments and provide alternate methods when recruitment at the minimum rate of pay is impracticable.

**III. SCOPE**

This policy shall apply to State civil service appointments in the executive branch under the administration of the Department of Human Resources Development (HRD).

**IV. GENERAL PROVISIONS**

- A. Civil service appointments are typically made at the minimum rate of pay.
- B. However, if a situation arises that requires the appointing authority to request an alternate adjustment, the following options are available:
  - 1. P & P 201.008 - Recruitment and Appointment Above the Minimum Pay Rate. The HRD Director may authorize recruitments and appointments above the minimum rate of pay within the appropriate salary range when, based on previous recruitment history and difficulty in filling similar positions, it is determined to be impracticable to do so at the minimum step. Please refer to P & P 201.008 for the procedures and for more information.

## HIRING RATES

**POLICY NO. 201.002 (Eff. 08/11/03; rev. 10/27/03; 06/03/14; 10/22/14)**

2. P & P 201.009 – Flexible Hiring Rates. Civil service appointments for BU 13 at the independent worker level and above, their excluded counterparts, and Excluded Managerial Compensation Program (EMCP) positions may be made by the appointing authority up to 18% above the minimum of the salary range<sup>1</sup> based on the applicant's excess creditable experience (BU 13 – up to Step G, currently). Please refer to P & P 201.009 for the procedures and for more information.

### V. AUTHORITIES AND REFERENCES

§76-13, Hawaii Revised Statutes, *Specific duties and powers of director*

§76-22.5, Hawaii Revised Statutes, *Recruitment*

P & P 201.008 Recruitment and Appointment Above the Minimum Pay Rate for Civil Service Appointments

P & P 201.009 Flexible Hiring Rates – BU 13 Independent Worker Level & Above and Excluded Managerial Compensation Program (EMCP)

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<sup>1</sup> Rounded down to the nearest dollar.