


<b>STATE OF HAWAII DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT POLICIES AND PROCEDURES</b>	POLICY NO. 201.008 ECCD/Comp	NO. of PAGES 5 1 Attachment
	EFF. DATE 10/22/14	REV.NO./Date
TITLE: <b>RECRUITMENT AND APPOINTMENT ABOVE THE MINIMUM PAY RATE</b>	APPROVED:  Barbara A. Krieg, Director	

**I. POLICY**

The Department of Human Resources Development (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.

**II. RATIONALE**

To provide an alternate method when recruitment at the minimum rate of pay is impracticable due to proven difficulty in filling similar positions.

**III. SCOPE**

This policy shall apply to State civil service appointments in the executive branch under the administration of the HRD.

**IV. PROCEDURES – RECRUITMENT ABOVE THE MINIMUM STEP (“RAM”)**

**A. DEPARTMENTAL PERSONNEL OFFICE**

The departmental personnel office, on behalf of the appointing authority, shall be responsible to:

1. Evaluate and determine the need to conduct open-competitive recruitment above the minimum rate of pay;
2. If warranted, submit a written request to the HRD to approve and conduct an open-competitive recruitment that is above the minimum rate of pay. The request shall include the following information:
  - a. Class title, position number, and geographical location;
  - b. Recommended pay range and step above the minimum (Note: In the case of a position in the Excluded Managerial Compensation Plan (EMCP), the department must recommend a proposed salary range that is within the existing pay grade);
  - c. Historical or other information which establishes a difficulty in recruitment and/or retention of qualified applicants such as:

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- i. Vacancy data, including the number of current and anticipated vacancies, number of vacancies on active recruitment, duration, rate, and vacancy experience with other positions in the class;
  - ii. Recruitment data, including recruitment efforts that were made within and outside of State government, recruitment results, methods used, contacts made (e.g., number of graduates from professional schools), number of qualified and unqualified applicants, and number of acceptances received in proportion to job offers;
  - iii. Turnover data, including a comparison of current and previous voluntary quit rates and reasons for leaving; and
  - iv. Other pertinent data, including unusual working conditions, unique elements of the job, special license requirements, number of licensed workers, or number of institutions that employ such licensed workers.
- d. Any other information that supports the recommended pay rates such as:
- i. Results of previous recruitment efforts that were conducted at lower or higher pay rates and/or recommended rates that are being utilized within and outside of State government.
  - ii. Pay rates at which the agency last employed an applicant for the class of work;
  - iii. Pay rates at which other incumbents and previous incumbents were hired; and
  - iv. Prevailing rates in the private sector for comparable jobs.

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- e. Information which indicates that other means were considered to resolve recruitment or retention problems and why such methods are not feasible, e.g., efforts made to improve the working conditions, restructuring of jobs, and training and placing employees with lesser skills to meet the needs;
  - f. Data relating to employees in the same, higher, and lower level positions in the same series or comparable classes of work, i.e., same labor market. Identify position numbers or names, job titles, salary rate, step, and amount received by supervisors and employees in the same, or where appropriate, comparable field of work;
  - g. Agency's judgment on the impact of the increased cost to the agency, including the effects on the morale of employees in other positions; and
  - h. Any other pertinent data.
3. Submit to HRD, a completed *Requisition for Certificate of Eligibles*.

### B. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

HRD shall be responsible to:

1. Evaluate all data that is submitted by the appointing authority and any relevant data that is available within HRD;
2. Determine whether recruitment above the minimum pay rate should be authorized and if so, the pay range at which it should be conducted;
3. Inform the appointing authority of the approval or disapproval to recruit above the minimum step;
4. Where a recruitment above the minimum pay rate is authorized, conduct the recruitment and certify a list of eligibles in accordance with applicable policies and procedures; and

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5. Return without action, any request to the appointing authority that does not conform with the requirements of *Procedures - Recruitment Above the Minimum Step, Departmental Personnel Office*, above.

**V. PROCEDURES – APPOINTMENT/HIRING ABOVE THE MINIMUM STEP (“HAM”)**

**A. DEPARTMENTAL PERSONNEL OFFICE**

The departmental personnel office shall be responsible to:

1. Ensure that the recommended pay rate:
  - a. Relates to the position and is commensurate with the selectee’s training and experience, including consideration of the benefits that the State will receive by paying the selectee at the higher rate and the services the selectee will provide the State that other eligibles will not;
  - b. Is reasonable when compared to incumbents in the same class series or in comparable classes of work;
  - c. Is within the approved RAM salary range; and
  - d. For existing employees hired under RAM/HAM, shall not be less than the rate of pay the employee would receive under the applicable compensation adjustment language (e.g., transfer, promotion).
2. Submit to HRD, a copy of the completed approved HRD Form 395A (rev. 9/11), *Request for Approval of Appointment Above the Minimum Pay Rate*.
3. Submit the report of action for the applicable certificate of eligibles to HRD;
4. Prepare and submit an *Employee Personnel Action Report (“EPAR”)*, formerly Form 5, which shall include the specific approval granted, i.e., HRD Form 395A (rev. 9/11), *Appointment Above the Minimum Pay Rate*, and the date of approval; and

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5. Ensure that the earliest effective date of the appointment shall be after approval of the pay rate.

**B. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**

HRD shall be responsible for auditing hiring above the minimum pay rate actions as needed.

**VI. AUTHORITIES AND REFERENCES**

§76-5, Hawaii Revised Statutes, *Alternatives in providing human resources program services*

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

§76-13(4), Hawaii Revised Statutes, *Specific Duties and Powers of Director*

**VII. ATTACHMENTS**

*Request for Approval of Appointment Above the Minimum Pay Rate*, HRD Form 395A (delegated) Rev. 9/11