

STATE OF HAWAII DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT POLICIES AND PROCEDURES	POLICY NO. 201.002 ECCD/Comp	NO. of PAGES 1
	EFF. DATE 08/11/03	REV.NO./Date Rev. No. 5 10/5/20
	TITLE: HIRING RATES	
		APPROVED: <i>Ryker J. Wada</i> Ryker Wada, 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 (DHRD).

IV. GENERAL PROVISIONS

- A. Civil service appointments are typically made at the minimum rate of pay.
- B. However, the appointing authority may authorize appointments above the minimum rate of pay within the appropriate salary range following pay programs authorized by the DHRD Director. Such pay programs may include recruitment above the minimum (P&P 201.008), flexible hiring rates (P&P 201.009), salary matrix for EMCP (P&P 201.010).

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

P & P 201.010 Compensation Programs for Excluded Managerial Compensation Plan (EMCP) Employees