

ITEM NO. 1004-Q (revised)

Subject: Hiring Rates for Outside Hires into a Management Pay Plan (MP or MD)

Effective: December 1, 2011

In most cases, candidates hired into a Management job class from outside of state service shall be paid at the minimum of the salary range assigned to the job classification.

Notwithstanding the above, the Department of Administrative Services (DAS) may authorize a salary over the minimum rate of the target job class to an outside candidate when an agency has provided the required documentation and justification for a hiring rate and all criteria is met. In these cases, the following rules shall apply:

Determining the Hiring Rate for Candidates Hired from Outside of State Service

➤ When a candidate is currently employed

- When the candidate's current salary is above the minimum rate of the target job class or within 5% of the minimum, DAS may authorize a salary of 5% above the candidate's current salary.
- Additionally, an increase greater than 5% may be authorized when extraordinary circumstances exist. To receive approval for a hiring rate greater than 5%, the agency must demonstrate in the request letter to DAS at least two of the following criteria is met: (1) the candidate is uniquely qualified and his/her special skills are required of the position, (2) recruitment difficulties exist, (3) there is evidence that utilization of the 5% rate would result in a significant reduction in total compensation to the individual, and/or (4) an amount greater than 5% is necessary for recruitment reasons.

➤ When a candidate is not currently employed (or is underemployed)

- DAS may authorize a salary up to the mid-point of the salary range when the agency has demonstrated all of the following: (1) the candidate is uniquely qualified and possesses special skills required of the position, (2) recruitment difficulties exist, and (3) the candidate has a documented employment history performing similar work and was earning significantly more than the minimum of the salary range.

➤ In no case will DAS authorize a salary above the maximum rate of the salary range.

Procedure and Documentation Required for a Hiring Rate Request

- Agencies must submit to DAS a formal written request for a hiring rate for a candidate hired from outside of state service. The request letter must include all of the following information:

- The candidate's current rate of pay (or the candidate's salary history, if s/he is currently not employed or is underemployed).
 - The salary range of the job classification for which s/he is being considered.
 - The specific salary requested.
- The application form (CT-HR-12) completed, signed and dated by the candidate.
 - **If the candidate is currently employed**, a pay stub showing current salary and W-2 form for the previous calendar year.
 - **If the candidate is not currently employed** W-2 forms to support salary history.

In addition, request letters for hiring rates greater than 5% must include:

- The candidate's unique qualifications and special skills necessary for the assignment.
- A detailed description of the agency's recruitment efforts and the results from those efforts.

NOTES:

1. Benefits, bonuses and overtime are not considered as part of the candidate's current salary.
2. If the candidate is not receiving (or did not receive) benefits as part of the compensation package, only 75% of his/her salary shall be considered when determining the appropriateness of and the amount of a hiring rate.
3. If the candidate is working 20 or more hours per week then a hiring rate is permissible. If the candidate is working less than 20 hours per week, a hiring rate is not appropriate and will not be approved.

Agencies must not offer a hiring rate to a candidate without first receiving authorization from DAS.



 Donald J. DeFrongo, Commissioner Date
 Department of Administrative Services



 Benjamin Barnes, Secretary Date
 Office of Policy and Management