

<b>POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> 9.26	<b>PAGE NUMBER</b> 1 of 3
	<b>RELATED ACA STANDARDS:</b>	
<b>CHAPTER: 9 HUMAN RESOURCES AND EMPLOYEE MANAGEMENT RELATIONS</b>	<b>SUBJECT: ADVANCED SALARY DUE TO EXCEPTIONAL QUALIFICATIONS</b>	
<b>APPROVED BY THE COMMISSIONER AND EFFECTIVE DATE:</b>		
		
<b>APPROVED FOR PUBLIC RELEASE</b>		

**I. AUTHORITY:** Merit Rule 4.0, Pay Plan; Section 4.4.2

**II. PURPOSE:** To ensure equity in the awarding of advanced salaries to those employees with qualifications clearly over and above those required as a minimum by the class specification.

**III. APPLICABILITY:** All merit system Department of Correction (DOC) employees.

**IV. DEFINITIONS:**

**Advanced Salary:** A higher rate of pay at the time of hire, promotion, or reclassification, where the employee's qualifications are clearly over and above those required as a minimum by the class specification.

**Career Ladder Promotion:** Movement to a higher pay grade based on movement along a career path without competition upon meeting all job requirements and promotional standards.

**Classification:** The assigned job title based upon job duties and function of an occupation.

**Competitive Promotion:** Movement to a higher pay grade based on selection from any number of candidates through an interview process.

**Critical Reclassification:** A change in the classification of a position.

**Internal Equity Analysis:** The comparison of education, experience and State service for employees in the same classification or similar classifications and pay grade to evaluate compensation equity.

**Maintenance Review:** The review of occupational work by classification, not a particular position, agency or program, to develop and maintain an up-to-date classification structure including identification of occupational groups/series and new class specifications.

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**Merit Service:** The length of employment by the State of Delaware in classified position(s) minus breaks in service.

**Job Requirements:** Entry requirements, including selective requirements, which must be met for an individual to be eligible for appointment to a classified position or to take an examination.

**V. POLICY:** The DOC seeks to ensure compensation of its employees is conducted in a fair and equitable manner recognizing an employee's merit service, education, training and experience.

**A.** All advanced salary requests for merit system employees must be routed through the DOC Human Resources Office for an internal equity analysis prior to approval by the Commissioner. This does not preclude managers from discussing advanced salary requests with the Commissioner before a formal request is made.

**B.** An employee may request an advanced salary in the following circumstances:

1. Competitive promotion
2. Career Ladder Promotion
3. Critical reclassification or maintenance review resulting in a promotion

**C.** A new hire where the candidate's credentials exceed the job requirements and selective requirement(s) of the classification. The employee/applicant must receive approval from their management team and must submit the advanced salary request in writing, through their respective Bureau Chief, to the Human Resources Office with an explanation of why the advanced salary is justified. The Human Resources Office will then conduct an internal equity analysis.

**D.** The internal equity analysis takes into account the requesting employee's merit service, education, training and experience, comparing it to other Department employees in the same or similar classifications and pay grades. If there are no DOC employees in the same or a similar classification, then an analysis will be conducted with employees in other pay grades and mathematical adjustments made accordingly. Private sector experience will be included in the analysis. It is the requesting employee's responsibility to ensure all education and experience that may not be in their personnel record is included in their request.

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- E.** Once the internal equity analysis is complete and recommended by the DOC Human Resources Director, the Director will forward the request to the Commissioner for review.
  
- F.** While maintaining equity with others in the same or similar classifications pay grade, the Commissioner may approve an advanced salary of up to 85 percent of midpoint where the applicant's qualifications are clearly over and above those required in the job requirements or if the position has a critical shortage of applicants.
  
- G.** The Commissioner may forward the request to the Office of Management and Budget for approval of an advanced salary higher than 85 percent, if the internal equity analysis warrants a higher rate.
  
- H.** Newly hired exempt employees and employees who change from a merit status to an exempt status, upon initial appointment only, shall have their rate of pay set at the discretion of the hiring agency. The rate of pay shall be set anywhere within the range of the equivalent paygrade of the exempt position; however, consideration should be given to internal equity.

