

## Office of Personnel Management

### Policy

<b>Policy Title:</b> Exceptionally Well Qualified Special Entry Rate	<b>Policy Number:</b> 20.08
<b>Citation:</b> Arkansas Code Annotated § 21-5-214	<b>Forms:</b> 1. Exceptionally Well Qualified—Special Entry Rate form 2. Special Entry Rate Applicant Summary Sheet—Applicant Not Hired

### Purpose

Arkansas law allows for agencies and institutions to request a special entry rate of pay for a specific individual applicant who possesses exceptional qualifications.

### Specific Provisions

Agencies and institutions may hire an employee at a salary level up to and including the midpoint pay level of the appropriate pay grade of a specific classification with the written approval of the Office of Personnel Management (OPM) and up to the maximum pay level of the appropriate grade with the approval of OPM after review by the Personnel Committee of the Legislative Council.

Requests by a state agency or institution for a special rate of pay based on an exceptional level of qualifications held by a prospective employee may be approved if:

1. The state agency or institution has documented to the satisfaction of the Chief Fiscal Officer of the State that no current employee of the state agency or institution applied for the position and who was determined by the state agency or institution to not be an equivalent alternative to the exceptionally well-qualified applicant.
2. The prospective employee possesses a level of experience or the educational credentials that would permit them to perform the duties and responsibilities of the position for which the special rate is being requested with significantly less training and orientation than all other qualified applicants.
3. The hiring of an exceptionally well-qualified applicant will not affect the salary level or salary eligibility of any existing employee within the state agency or institution.

January 13, 2011