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## GENERAL CIRCULAR NUMBER 2017-042

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**DATE:** October 30, 2017

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Special Entrance Rates

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This general circular serves as a follow-up to [General Circular 2017-035](#) (Compensation Redesign Plan – Special Entrance Rates) and to the State Civil Service Director’s presentation to Undersecretaries at their recent October meeting.

As outlined in the aforementioned general circular, effective January 1, 2018, all existing special entrance rates will be cancelled with the implementation of the new pay structures on January 2, 2018. State agencies were asked to evaluate the effects of the new pay structures on their existing SER policies. In the event an agency’s current SERs were above the new pay structure minimums and the agency determined that the current SERs were still needed to accomplish their recruiting objectives, a request to reestablish the SERs should have been made to SCS through the instructions of General Circular 2017-035. The intent of this process was to reestablish the current SER policy, however, during this process numerous requests for higher SERs or the establishment of new SERs were received.

In an effort to isolate the implementation costs and protect the integrity of the Compensation Redesign Plan, State Civil Service will proceed in the following manner in the area of SERs:

**1. Reestablishment of Existing SER policies – December 2017 Commission Meeting.**

Consideration will only be given to SER reestablishment requests that are for **the same rate** the agency already has in place. No recommendations will be made to increase or establish new SERs.

**\*Note:** If your agency submitted a reestablishment request via General Circular 2017-035, and requested a higher rate than your existing policy there is no need to resubmit a corrected form; however, State Civil Service **will only recommend reestablishing the existing SER** to the Commission in December.

**2. Request for increased SERs or Establishment of New SER policies – May 2018 Commission Meeting.**

Again, in order to protect the integrity of the Compensation Redesign Plan, we will not recommend any new SERs until such a time has passed whereby the agency can evaluate the recruitment initiatives against the new pay structures. May of 2018 will allow for a full quarter of recruitment data to analyze.

**\*Note:** If your agency has a critical recruitment issue and feels it cannot wait until May of 2018, please contact your compensation consultant.

Please know that that all SER reestablishment requests are being reviewed against several different criteria such as the relationship to the new minimum, uniformity among agencies, turnover, availability of applicants and market data.

We expect to have revised policy standards and guidelines regarding SER requests available in early 2018. As always, our goal is to ensure state agencies will have the available tools needed to address their workforce issues. As we move forward, we will work closely with Appointing Authorities and HR Directors in a collaborative manner to set hiring rates at appropriate levels within our market based approach.

Lastly, your compensation consultant will be in touch regarding the status of your General Circular 2017-035 request for the December 2018 Commission Meeting. Should you have any questions, please feel free to contact the Compensation Division at (225)342-8083.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director