



Q: How do I determine the rate of pay for a Classified WAE?

A: The rate of pay for a Classified WAE must be in accordance with Civil Service Rule 6.5(d): *“When an appointing authority makes a classified WAE appointment, he may set the pay of the employee at any rate in the range.”*

Q: Can I adjust the pay of a Classified WAE at any time?

A: No. You may only adjust the rate of pay, up or down, at the time of the appointment. However, an appointing authority may request exceptions to Civil Service Rule 6.5(d) from the SCS Commission under special circumstances.

Q: Do Special Entrance Rates (SERs) apply when hiring a Classified WAE?

A: No. Civil Service Rule 6.5(d) is more specific and supersedes any current SER policies that the agency may have in place.

NOTE: Under Civil Service Rule 6.5 (d) you may set the pay of a Classified WAE at any rate in the pay range. With this flexibility you are allowed to set the pay at the same rate of an existing SER for a particular job title, but you cannot use Civil Service Rule 6.5(c) Special Entrance Rate as your pay action reason.

Q: Can I grant current Classified WAEs a SER adjustment?

A: No. Classified WAEs are not eligible for SER adjustments.

Q: Can a Classified WAE receive premium pay?

A: Yes, in accordance with a SCS Commission approved policy.

Q: Can a Classified WAE receive shift differential?

A: Yes, in accordance with an agency policy or a SCS Commission approved policy.

Q: Can a Classified WAE receive on-call pay?

A: Yes, in accordance with an agency policy or a SCS Commission approved policy.

Q: Are Classified WAEs eligible for Rewards & Recognition?

A: Yes, in accordance with a SCS Commission approved policy.

Q: Are Classified WAEs eligible for performance adjustments?

A: No. Civil Service Rule 6.14(a) excludes Classified WAEs from receiving performance adjustments.

For additional information regarding Classified WAE Appointments, please refer to [Procedures: Classified WAE Appointments – Policy Standards](#) or contact your Agency Relationship Manager by calling 225-342-8274.