

Policy 0521

From Human Resources

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PERSONNEL POLICY

MANUAL

MoDOT Personnel Policy Title: Substitution of Education or Experience

Policy Number: 0521 **Chapter Title:** Wage and Salary Administration

Effective Date: January 1, 2009

Supersedes Policy Number: 1002 **Dated:** July 1, 2005

Approved By: Micki Knudsen, Human Resources Director
(Signature on file)

POLICY STATEMENT

In most cases, the stated education and experience requirements on each job specification are the preferred requirements to carry out the duties and responsibilities of each job.

This policy allows relevant experience to substitute for education requirements and relevant education to substitute for experience requirements when staffing certain department vacancies.

PROVISIONS / REQUIREMENTS

1. District engineers and functional unit directors/state engineers may approve the selection of an applicant/employee who does not meet the stated education or experience requirements, provided the applicant/employee meet these requirements through substitution.
2. Preference should normally be given to the applicant/employee who meets the education requirements; however, when experience is used to substitute for education, the experience must be directly related to the position and will be allowed to substitute for education as shown in the following table:

<u>Stated Education</u>	<u>Relevant Experience Required</u>
High School/General Equivalency Diploma -	No substitution allowed.
One Year of Technical School- or One Year of College (around 30 college credit hours)	Two years in the specific work area included in the job specification.
Two Years of Technical School-or Two Years of College (around 60 college credit hours)	Four years in the specific work area included in the job specification.
Bachelor's Degree – (around 120-130 college credit hours)	For certain vacancies, eight years in the specific work area included in the job specification. See individual job descriptions to determine if applicable.
Master's or High Level -Postgraduate Degree	No substitution allowed

3. Related experience can substitute for education as stated in paragraph 2. However, when a job requires experience in addition to education, the additional experience must be obtained while in a position which requires the same level of education. Example: for a job that requires a bachelor's degree and two years of experience, the two years of experience should be obtained while in a job which requires at least a bachelor's degree.
4. When education is used to substitute for experience, the education must be relevant to the required experience. Each year (30 college credit hours) of additional relevant education, which exceeds the minimum required education, may substitute for one year of required experience. Example: for a job that requires an associate's degree and two years of experience, if an applicant/employee has a relevant bachelor's degree and no experience, the additional two years of education can substitute for the two years of experience.
5. An explanation for the reason education or experience is substituted should be stated on the Employee Status Maintenance (ESMT) transaction, stating the specific education or experience used to substitute for the required experience or education.
6. In some cases, education or experience requirements may be waived. See Personnel Policy 0522, "Waiver of Job Specification Minimum Requirements."
7. In some cases, specific education or certification requirements may not be substituted or waived without approval from the human resources director. See job specifications for this information.

CROSS REFERENCE

Personnel Policy 0522, "Waiver of Job Specification Minimum Requirements"

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