

<p>REQUEST FOR:</p> <p><input type="checkbox"/> A. Special Entrance Rate *</p> <p><input type="checkbox"/> B. Shift Differential</p> <p><input type="checkbox"/> C. Special Recruitment Rate *</p> <p><input type="checkbox"/> D. Administrative Adjustment</p> <p><input type="checkbox"/> E. Special Rate-Promotion *</p> <p><input type="checkbox"/> F. Other</p> <p>* To support approval process please attach copy of: Resume, Application for Employment with salary history, and copy of worked hire list.</p>	<p>Agency and Code:</p> <p>Name of Individual:</p> <p>Class Title and Grade:</p> <p>Position Number:</p> <p>Geographic Location</p>
<p>A. SPECIAL ENTRANCE RATE FOR INDIVIDUAL</p> <p>1. Proposed salary _____ Proposed effective date _____</p> <p>2. Request based on: <input type="checkbox"/> Few applicants <input type="checkbox"/> Qualifications <input type="checkbox"/> Salary history <input type="checkbox"/> Geographic location</p> <p style="padding-left: 20px;">Describe in Section H. qualifications possessed by this individual for this particular job as compared to other available applicants.</p> <p>3. Personnel Division: Number of available applicants on hiring list _____</p>	
<p>B. SHIFT DIFFERENTIAL</p> <p>1. Proposed Salary _____ or _____ percent.</p> <p>2. Shift _____ a.m./p.m. to _____ a.m./p.m.</p> <p>Use Section H. for justification.</p>	
<p>C. SPECIAL RECRUITMENT RATE</p> <p>1. Proposed salary _____</p> <p>Use Section H. for your request and presentation of facts which led to this request.</p>	
<p>D. ADMINISTRATIVE ADJUSTMENTS - Use section H. for your request and justification.</p> <p><input type="checkbox"/> 1. Adjust eligibility dates from _____ to _____</p> <p><input type="checkbox"/> 2. Retroactive implementation of personnel action</p> <p><input type="checkbox"/> 3. Adjust effective dates and/or salary retroactively to (give reasons)</p> <p><input type="checkbox"/> 4. Other</p>	
<p>E. SPECIAL RATE-PROMOTION</p> <p>Use Section H. for request and justification</p>	
<p>F. OTHER</p>	
<p>G. REQUEST APPROVAL FOR ONE OF THE ABOVE ACTIONS. FUNDS ARE AVAILABLE.</p> <p style="text-align: center;">Agency Head or Authorized Representative Date</p>	

H. AGENCY'S COMMENTS AND JUSTIFICATION.

Signature

Date

I. PERSONNEL DIVISIONS'S RECOMMENDATIONS AND COMMENTS:

Recommends Approval: Yes No

From: _____ TO:

Effective Date:

Signature

Date

J. PERSONNEL DIVISION

Approved Not Approved

Signature

Date