

Compensation Guidelines for Classified Staff

To: Gloria Timmons
Director of Employment Services

From:

Date:

Re: Request for Exception to Discretionary Pay Differentials Guidelines

This is to request an exception to the program provisions for the _____
Discretionary Pay Differential. We wish to award _____
(employee name ,Empl ID, title, and position number) a differential:

- In excess of the percentage amount provided in the guidelines (but not to exceed statutory salary lid), specifically _____% which is equal to \$ _____ per month in addition to the employee's base pay of \$ _____ per month. This is necessary due to the following recruitment/retention difficulty :

- For a longer time period than provided in the guidelines which states _____. The original DPD start date: _____ and end date: _____. The total time period needed for this differential is _____ based on the following justification:

- For a reason not specifically set forth in any of the seven types of differentials provided. The need for this differential is based on the following recruitment/retention difficulty:

The differential amount requested is _____% which is equal to \$ _____ per month in addition to the employee's base pay of \$ _____ per month. The expected duration of this differential is _____.

Appointing Authority (Printed Name and Signature)

Date

FOR EMPLOYMENT SERVICES USE ONLY

DECISION:

REASON:

- Granted
- Not Granted

Date: _____ Signature: _____

Director of Employment Services