REQUEST TO APPOINT AT A SALARY ABOVE THE MINIMUM:

A Memorandum in the following format, containing all of the information should be completed by the hiring department for the following employees:

- New Hire Employees being hired above the minimum of the pay range.
- Current (non-OPS) Employees being promoted at above 10% of their current salary.

Once completed, please route through appropriate Dean/Director or designee and President or Appropriate Vice President or designee for initial approval and then forward to the Employment Office for further evaluation and final approval from the Director of Personnel Services or designee.

*Above Minimum paperwork must be approved by Personnel Services prior to offer of employment.

Please be sure to replace the underlined areas with the appropriate information.

SAMPLE

-Department Letterhead-

Date

MEMORANDUM

TO: Director, Personnel Services

THROUGH: President or Appropriate Vice President
(Areas reporting to Provost only need Dean's signature)

THROUGH: Dean/Director

FROM: Departmental/College Hiring Authority

SUBJECT: Request to Appoint at a Salary Above the Minimum

The Department of Personnel Services has requested the appointment of Ms. Jane Doe as a Program Assistant, position #123456, in department B00000 at a salary above the minimum of the pay range.

The minimum qualifications for the class are a high school diploma and four years of appropriate experience. Ms. Jane Doe has a bachelor's degree and more than 12 years of related experience.

Based on Ms. Doe's education and extensive experience, it is recommended that an appointment of 23,372.23, approximately 10% above the minimum of the pay range, would be appropriate.

Please indicate your decision below.

________________________________________APPROVED ( ) $__________________DISAPPROVED
Dean/Director or designee

________________________________________APPROVED ( ) $__________________DISAPPROVED
President or Appropriate Vice President or designee

________________________________________APPROVED ( ) $__________________DISAPPROVED
Director, Personnel Services or designee

Please contact the Employment Representative at 7-3058 if you need assistance with this memorandum.