



6.5(g) Hire Above Entry Pay Justification Request

Civil Service Rule 6.5(g) states that if an applicant who is eligible for appointment under provisions of Chapters 22 and 23 of the Rules possesses qualifications/credentials above and beyond the minimum qualifications/credentials of the position, the appointing authority may pay the employee at a rate above the minimum to the third quartile of the range.

Departments must use this form to outline all qualifications/credentials beyond the minimum requirements to justify pay beyond the minimum or established Special Entrance Rate (SER). The Office of Human Resource Management (HRM) may alter or disapprove the proposed pay rate in some circumstances (i.e., inequities or compression is created by the proposed rate). Departments are encouraged to contact HRM's Compensation unit at 578-8200 before submitting the form.

General Information

Candidate's Name: _____

Title of Position: _____

Requisition #: _____

Department: _____

Proposed Pay Rate: _____

Funding Signature: _____

To be completed by HRM's Compensation Section

Compensation pay rate approved: _____

Impact on other positions, if applicable: _____

Compensation Consultant signature: _____

Date of approval: _____



Extraordinary Experience/Credentials

Candidate's education, training, and/or certifications above minimum requirements (must attach applicable documentation):

Candidate's experience above minimum requirements (must include the number of years for each position held):

Reference Check(s)

The department must confirm and include the following information when screening references:

- Name of reference
- Organization
- Position held
- Number of years in the position

Department Head signature: _____ Date: _____