



Hire Above Entry Pay Justification Form

Use this form to justify hiring a new classified employee above the entry pay for the job in accordance with Civil Service Rule 6.5g. Candidates must have outstanding qualifications and exceed the minimum job requirements defined by Civil Service in their job specifications. HRM may have to alter or disapprove the proposed rate in some cases (e.g. if other inequities are created) – if so, the department will be contacted. Departments are encouraged to contact HRM’s Compensation Section at 8-8200 before submitting this form.

Candidate’s Name: _____

Title of Job: _____

Department: _____

Proposed Pay Rate: _____

Candidate’s Extraordinary Education and Training (attach transcript/ diploma if applicable):

Candidate’s Extraordinary Experience:

Results of Reference Check (include organization checked) and Who in the Department Verified the Candidate’s Credentials by Reference Check:

Department Head’s Signature

Date

To Be Completed by HRM

Compensation Pay Rate Approved: _____

Impact on Other Jobs, If any: _____
