**Salary/Education Exception Request**

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| --- | --- | --- | --- |
| **Position:** |  | **Location:** |  |
| **Department:** |  | **Action:** | New Hire  Transfer/Promotion | |
|  |  |  |  |
| **Recommended Candidate:** |  | | |
| **Education:** |  | | |
| **Experience:** |  | | |
| **Credentials / Qualifications1:** |  | | |
|  |  |  |  |
| **Requested Exception:** | |  |  | | --- | --- | | Salary Above Minimum for Experience/Credentials | Experience/Credentials Substituted for Education Requirement | | Explanation / Justification1: | | | | |

*1 Attach separate page if additional space needed*

**Recommend by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** Associate Director **Date:** \_\_\_\_\_\_\_\_

|  |  |
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| **Concurrence of other Associate Directors:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Associate Director / Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Associate Director / Date |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Human Resources Compliance Review / Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director Approval / Date |