**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: |

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 *1 Attach separate page if additional space needed*

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

|  |  |
| --- | --- |
| **Concurrence of other Associate Directors:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Associate Director / Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Associate Director / Date |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Human Resources Compliance Review / Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director Approval / Date |