

DATE: _____

TO: Director of Human Resources/Designee

FROM: _____
Appointing Authority Department/Division

SUBJECT: **Request for Accelerated Rate of Pay**

I THIS SECTION TO BE COMPLETED BY DEPARTMENT

Name of New Hire Effective Date Hourly Rate Requested

Classification

Basis for Request:

II RECOMMENDATION OF REVIEWING ANALYST

I approve deny the request to appoint _____ at the accelerated rate
of \$ _____, which is approximately _____% into the range.

Reviewing Analyst Date

Discussion: _____

III
 Request approved
 Request denied _____
HR Director or designee

Rev. 6/00 _____
Date