

Maryland-National Capital Park and Planning Commission

Request for Salary Exception Form

1. **Date:**

2. **Department initiating request:**

3. **Name of applicant/incumbent:**

4. **Vacancy class grade:** **Title:**

Position Number:

5. **Salary Range of Vacancy:**

Mid-point Maximum

Requested Salary Current Salary

Percent above current salary Percent above mid-point

6. **Type of Salary Exception Request:**

Reclassification

Promotion

Reassignment

New Appointment

7. **Circumstances to support the requested salary exception:**

Classification and Compensation Office/Department of Human Resources and Management recommendation:

Date received: _____

Approve Request () Deny () Alternative recommendation ()

Manager, Classification and Compensation Office

Date

Action Taken:

Approve () Deny () Recommendation of Classification and Compensation Office/Department of Human Resources & Management.

Human Resources Director

Date

Action Taken:

Approve () Deny () Recommendation of Classification and Compensation Office/Department of Human Resources and Management.

Executive Director

Date