

REQUEST FOR EMCP IN-GRADE COMPENSATION ADJUSTMENT

TO: Click here to enter Appointing Authority
VIA: Click here to enter Departmental Personnel Officer
FROM: Click here to enter Requestor

Permanent Temporary Period: From Click here to enter to Click here to enter

Employee Name: Click here to enter Job Title and Job Code: Click here to enter
Department: Click here to enter Salary Range and Step: Click here to enter
Division/Branch: Click here to enter Current Salary: Click here to enter
Position No.: Click here to enter Recommended Salary: Click here to enter

Required Justification/Rationale:

- 1. Does the employee's performance evaluation for the immediately preceding evaluation period reflect a minimum overall performance rating of "Meets Expectations"?
2. Assumption of Higher Level Duties
3. Provide any other relevant information or justification in support of the request.

Certification:

- I certify that the program can accommodate the additional funding associated with this request within its existing budget.
I certify that an assessment of the impact has been made and that this request complies with applicable equal opportunity laws, rules, regulations and policies.

Supervisor/Manager: Click here to enter electronic signature Date: Click here to enter date
Division Head: Click here to enter electronic signature Date: Click here to enter date

Departmental Personnel Office:

- I certify that the above recommendation has been reviewed by the departmental personnel office:
Recommend Approval
Recommend Approval with Changes Monthly Rate: \$ Click here to enter
Approval not Recommended
Comments: Click here to explain

DPO Signature: Click here to enter electronic signature Date: Click here to enter date

Director/Appointing Authority:

- Approved
Approved with Changes Monthly Rate: \$ Click here to enter
Not Approved
Comments: Click here to explain

Director/Appointing Authority Signature: Click here to enter electronic signature Date: Click here to enter date

Effective Date: Click here to enter
(See guidelines to determine appropriate effective date)