Boise State University
Human Resource Services
CLASSIFIED COMPENSATION EXCEPTION REQUEST

Exceptions to any part or section of the classified compensation policy Policy 7360 online at: http://www.boisestate.edu/policy/policy_docs/7360_classifiedemployeescompensation.pdf must be requested by initiating this form, obtaining the Dean/Director's approval and submit to HRS.

HRS Executive Director will review the request and appropriate salary/market data, relation to existing staff salaries, recruitment problems and budget impact data, coordinate w/ Dean/Director and make a recommendation to the President, Provost or appropriate Vice President. The final decision will be made by the President, Provost or appropriate Vice President.

If approved, no action can be retroactive or effective until the beginning of the next pay period after a final decision is made.

Department:	Requestor Name/Title:	
Title of Vacant Position:		
PCN:	Requested Salary:	Compa-Ratio:
Applicant Name:		

Justification - *Please answer the following Questions:*

1. Does the Dept. have on-going funds (temporary salary savings are not on-going funds) available to fund the request plus related benefit costs? [ ] YES [ ] NO If yes, did the Budget Office or Office of Sponsored Projects Accounting confirm fund availability? [ ] YES [ ] NO If yes, provide account number: _____
2. Explain the department's reasoning/justification or extenuating circumstances that exist for requesting an exception to the compensation policy. Specifically, what are the unusual and/or exceptional circumstances that exist to support this request?
3. What specialized skills and qualifications does the candidate possess that are critical in meeting the department or organization's mission or goals, that is required for the job, and justifies a higher salary?

How many other candidates possessed same or similar qualifications? _____

4. Explain significant recruitment difficulties experienced and efforts taken to fill this vacancy:
5. Is this position mission-critical to your department or organization? [ ] YES [ ] NO If yes, explain why?
6. Explain how does the applicant's recommended salary compare in relation to existing staff salaries within the same classification in the same department and college.

_____ _____ _____

Requestor's Name & Signature Date Phone #

Dean/Director Nm: _____ [ ] Approved [ ]Disapproved Date_____

Instructions: *Send original request to Human Resource Services and one copy to Dean or Dept. Executive Director or equivalent. HRS will coordinate with requestor, Dean/Director and President, Provost or appropriate Vice President as appropriate..*

HRS Use Only	Salary per BSU Policy:	Funding Source:
Decision:		
Date:		