

UNIVERSITY OF HOUSTON

Salary Exception Offer Form

Requested Salary Action (check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> New Hire / Promotion
(position posted) | <input type="checkbox"/> Rate in 3rd Quartile | <input type="checkbox"/> Lateral Transfer
(with an Increase) |
| <input type="checkbox"/> Reclassification
(position not posted) | <input type="checkbox"/> Rate in 4th Quartile | <input type="checkbox"/> Demotion
(with or without salary change) |

Applicant/Employee Information (attach application and/or resume):

Name: _____ SSN: _____ Empl ID: _____

Current Employer: _____ Job Title: _____

Education Date: _____ Degree: _____ Major: _____

Date: _____ Degree: _____ Major: _____

Summary of Applicable Experience:

Position Information:

Job Code: _____ Title: _____ Posting #: _____

<input type="checkbox"/> Exempt/Monthly	Pay	Pay	Pay
<input type="checkbox"/> Non-Exempt/Hourly	Grade: _____	Grade Minimum: _____	Grade Midpoint: _____

Department Code: _____ Department Name: _____

Position Number: _____ FTE: _____ Proposed Starting Date: _____

Proposed Starting Salary: _____ /Yr.
(12 months at 100% FTE)

Justification:

Supervisor:	Signature	Date
Dean/Director:	Signature	Date
College/Division Administrator:	Signature	Date
Vice President (or designee):	Signature	Date
Human Resources:	Signature	Date

Required Attachment: Application and/or Resume of the Applicant/Employee

This form must be approved by the Vice President and reviewed by Human Resources prior to making a job offer or communicating a pay increase to the employee.