

**CLASSIFIED SALARY PLACEMENT ADJUSTMENT
 REQUEST
 FOR HARD TO FILL POSITIONS**

Credit allowances will be determined by the Administrator of Human Resources. This form is a **REQUEST ONLY**.
 Assurances or promises of salary adjustment(s) should never be given to an applicant until **after** this form is approved.

Position: _____ **Location:** _____

To Be Completed by Principal/Program Director

Hard to fill positions may be approved for a higher salary. Candidates will be placed on step one (1) until the years of service/education have been verified and this request has been approved.

Date Position Posted: _____ Date Position Closed (if applicable): _____

of Qualified Candidates: _____ # of Candidates Interviewed: _____

Describe the candidate's related experience and education:

Explain the reason for this adjusted salary placement request:

Salary Step Recommendation	Step: _____	(For consideration ONLY)
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Principal/Director Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Cabinet Level Signature: _____ Date: _____

HR Use Only

FastTrack ID #: _____ Posting Information Verified: _____

Criteria used to declare position hard to fill. (Check all that apply)

1. Hiring data from previous or current year
2. Position has been advertised with few or limited qualified candidates
3. Position advertised multiple times
4. Unique license required
5. Other (i.e. District needs causing a unique high demand area)

HR Administrator Decision *APPROVED* *DENIED*

Approved Lane & Step (Pending employment/education verification) Lane: _____ Step: _____

HR Administrator Signature: _____ Date: _____

Principal/Director Contacted: Date: _____