

Salary Exception Request

This request form should only be used when promoting or hiring someone outside of Sedgwick County policy 4.2001. Form must be submitted by Division Director and sent to hrforms@sedgwick.gov. Request will be reviewed by Human Resources, Budget and the County Manager; Human Resources will notify you of the approval/disapproval of this request. Please contact Bethany at 660-9239 with questions.

Request Reason

Employee Promotion: Yes *Please review policy 4.2001.L.*

Employee Hire: Yes *Please review policy 4.2001.G.*

Division:

Department:

Position number & title:

Employee/Applicant name:

Range minimum (if applicable):

Promotion minimum (if applicable):

Proposed salary:

Are any other employees in the department performing similar duties? If so, please list them below.

Employee Name	Employee Title

Rationale for salary placement above policy (please include information about experience, education and other qualifications):