

Starting Pay Above Grade Minimum Form

Proposal & Approval Form for Paying a New Hourly Staff Member Above the Minimum of the Grade

This form is to be completed and fully approved before an offer of employment is made to a person who may be paid above the minimum of the job's pay grade. This is for external applicants only.

- This form is not necessary if the new employee will be offered the pay grade minimum.
- Current staff members who are transferring into a new job are to follow the guidelines in Personnel Policy III E (Pay Plan) and others.
- HR employment staff are available to provide guidance and suggestions related to pay amounts that they would approve.
- **Any proposed pay amount above the Control Point must be approved by the Director of HR.**

Hourly Regular Staff Pay Grades Effective July 1, 2016			
Grade	Min	Control Point	Max
8	\$8.38	\$9.08	\$11.45
9	\$8.51	\$9.79	\$12.18
10	\$9.08	\$10.47	\$13.08
11	\$9.70	\$11.23	\$14.06
12	\$10.34	\$12.01	\$15.10
13	\$11.02	\$12.82	\$16.21
14	\$11.73	\$13.71	\$17.35
15	\$12.47	\$14.61	\$18.59
16	\$13.52	\$15.89	\$20.28
17	\$14.69	\$17.31	\$22.18
18	\$15.95	\$18.85	\$24.24

Please provide rationale for offering more than the grade minimum and attach supporting documents, e.g., resume, salary survey information, & department budget sheet. The rationale must address:

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|---|--------------------------------------|
| 1. Internal equity within the dept & MSU | 3. Department budget |
| 2. Qualifications of the candidate | 4. External market conditions |

Employee and Pay Amount Considered for Starting Pay Above Grade Minimum			
Applicant's Name	Job	Grade	Proposed pay amt / hr

Rationale:

Signatures Required for Starting Pay Above Grade Minimum Approval	
1) Department Chair or Supervisor / Dept / Date	3) Vice President / Date
2) Dean or Director / Dept / Date	4) HR Employment Staff or, if above CP, HR Director / Date

HR will send approved form to hiring supervisor.