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| |  |  | | --- | --- | | KClogo_v_b_m2 | **PAY REQUEST FORM**  *To be used for initial and internal hires placed and completed by department/division human resources.* | |

This form must be submitted to [classcomp@kingcounty.gov](mailto:classcomp@kingcounty.gov?subject=Initial%20Hire%20or%20Promotion%20Pay%20Request) for placement on **steps 2-10.**

When a collective bargaining agreement establishes a procedure for determining pay that conflicts with a procedure established by King County Code, Personnel Guidelines or otherwise by ordinance, the collective bargaining agreement shall take precedence with respect to those employees covered by the agreement.

|  |  |
| --- | --- |
| Employee/Candidate Information | |
| Employee/Candidate Legal Name: Click here to enter name | |
| Internal candidate or new hire: Select an item | Career Service Status: Select status |
| Supervisor: Click here to enter supervisor | Start Date: Click here to enter a date |
| Department: Click here to enter dept | Division: Click here to enter div |
| Classification Title: Click here to enter class title | Job Code: Click here to enter job code |
| Union: Click here to enter union or non-rep | FLSA Status: Select FLSA status |
| Pay Plan/Grade/Step: Click here to enter | Hourly/Annual Rate: Click here to enter |
| HR Contact: Click here to enter name | Date: Click here to enter a date |

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| **Action** | **Approval Level Required** |
| Steps 2-5 | * Manager at least one level above hiring manager/supervisor and * Department Human Resource Manager or designee |
| Steps 6-10 | * Manager at least one level above hiring manager/supervisor; * Department Human Resource Manager or designee; *and* * Compensation and Classification Services Manager |

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| **Justification for Step Placement** |
| Check the applicable boxes and provide *detailed justification* on how the employee/candidate fulfills the following criteria. |
| Step placement determined by CBA: Enter union/bargaining unit AND copy and paste applicable contract language |
| Relevant education and experience are significantly above the required minimum: Enter posted minimum AND describe how applicant exceeds the minimum education and experience |
| Possesses especially desirable and relevant skills, talents, knowledge, or ability: Enter justification |
| Demotion as determined by: Enter King County Code or enter union/bargaining unit AND copy and paste applicable language |
| **Promotions only** - Placed on step closest to at least 5% per the Master Labor Agreement or King County Code-Step placement is appropriate based on employee’s education and experience, relevant skills, talents, knowledge, or abilities. *If step placement exceeds step closest to at least 5%, justification must be included above.* |

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| **Required Approvals** | | |
|  | |  |
| Manager one level above hiring manager/supervisor (department director’s designee) | | Date |
|  | |  |
| Division/Department Director (Optional) | | Date |
|  |  |  |
| Department Human Resources Manager or designee | | Date |
|  |  |  |
| Compensation and Classification Manager | | Date |

cc: Personnel File

Compensation and Classification Services