



Form Selection by Scenario

Form Type	When Needed
Classified-Exempt Categorization (Included in the Classified-Exempt Categorization Form)	For classified-exempt positions, filled and vacant. Please Note: Forms do not need to be completed to advance in a series.
Compensation - Classified (included in the Compensation & Modification Request Form)	1. For discretionary increases per the Pay Plan Policy. 2. For increases/hires \$75,000 and over. 3. Any salary advancement (merit) requests. 4. For DOT Only: discretionary increases per their Pay Plan Policy. (This entry will be under the Other-Explain in Rationale field.)
Compensation - Classified-Exempt (included in the Compensation & Modification Request Form)	1. When the request is for a salary of \$75,000 or above. 2. When the request is for more than 5% of the employee's current salary. 3. Salary advancement (merit) requests.
Position Modification (included in the Compensation & Modification Request Form)	1. When a position has been vacant for 12+ months with no attempt to recruit. 2. When there is a change in funding streams. 3. If a new position is being requested.
Director Review and Approval DOP Merit System (Included in the DOP Director Review & Approval Form)	1. Convert classified to classified-exempt (C&C) 2. Special Hiring Rate (C&C) 3. Special Plan of Implementation (C&C) 4. Retention Incentive (C&C) 5. Eliminate Retention Incentive (C&C) 6. ATB (LHD) (S&R) 7. Non-base building pay differential (LHD) (S&R) 8. RIF (Layoff) (S&R) 9. Shift Differential (ER) 10. Proposed Agency Policy (ER)