

## APPENDIX J: Exception to 6.5(g) Form – Extraordinary Qualifications/Credentials

Civil Service Rule 6.5 (g) states that if an applicant who is eligible for appointment under provisions of Chapters 22 and 23 of the Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing authority may pay the employee at a rate above the minimum to the midpoint of the range.

An appointing authority may request an exception to 6.5(g) from the State Civil Service Director for a rate above the midpoint.

In accordance with SCS Rules and/or Compensation Administration Guide, State Civil Service Director approval may be justified by the following:

(Check All that Apply)

- 1. Difficulty to recruit applicants to the position
- 2. Highly qualified with industry-leading expertise
- 3. Sought-after educational background or certifications

REQUEST INFORMATION		
REQUEST DATE	AGENCY NAME	PERSONNEL AREA CODE
APPLICANT NAME		EFFECTIVE DATE (IF APPLICABLE)
JOB TITLE		POSITION NUMBER
EXAM PLAN #		
REQUESTED SALARY RATES		
HOURLY	BI-WEEKLY	ANNUALLY
AGENCY'S JUSTIFICATION FOR REQUEST		
<b>1</b>	<b>Justification For Applicant: (i.e., years of experience, educational background, certifications, specialties)</b>	

<b>2</b>	<b>Have you had any recruitment or retention difficulties with this job title?</b>			
	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
	<b>If "Yes", please provide an explanation.</b>			
<b>3</b>	<b>Will this cause compression within the agency?</b>			
	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
	<b>If "Yes", please provide the rationale for hiring this employee at the requested rate.</b>			

AGENCY CONTACT INFORMATION	
<b>Signature of Appointing Authority or Designee</b>	<b>Date</b>
<b>Name of Appointing Authority or Designee</b>	<b>Title of Signee</b>
<b>Human Resources Contact Information: Name, Email, and Phone Number (including area code)</b>	

FOR STATE CIVIL SERVICE USE ONLY	
<b>Signature of State Civil Service Director or Director's Designee</b>	<b>Approval Date</b>
<b>SCS Comments</b>	