



ADVANCED STARTING SALARY REQUEST FORM

DHR-STW-OP-Form #: To be assigned.

Authority: Merit Rule 4.4, 4.4.2, 4.4.3

Effective Date: January 11, 2021

Supersedes: Advanced Starting Salary Request Form (June 10, 2020)

Signature Section

By using this form, the parties acknowledge their agreement to conduct transactions by electronic means. A party's electronic signature for purpose of the Uniform Electronic Transactions Act, 6 Del. C. Ch. 12A may be provided by checking a box as indicated, electronic initials or name, or email confirmation.

Secretary, Department of Human Resources [Approve/Deny/Date]

Approved Annual Advanced Starting Salary:

Office of Management and Budget Director and Controller General Signatures Required for Leveling Up and Budget Line Item

Director, Office of Management and Budget [Approve/Deny/Date]

Controller General [Approve/Deny/Date]

Approved: Effective Date: Denied: Date:

Part 1: Agency Human Resources: Agency Request with Appointing Authority Approval and Notification to Agency Fiscal Representative

Upon submission of the request, a copy to the appointing authority or designee serves as the signature approval of the appointing authority or designee, and acknowledgment that the statements provided in this request form are correct and complete, and that funding is available to support this request within the current budget.

Agency Fiscal Designee Name:

Check the type of Request:

- Advanced Staring Salary-New Hire, Advanced Staring Salary-Promotion, Advanced Staring Salary-Demotion, Advanced Staring Salary with Leveling Up, Budget Line Item

Contact Name: _____ Contact Phone Number: _____
 Contact Email: _____

Part 2: Agency Human Resources: Agency and Candidate Information

1. Department/Division/Section Name: _____
2. Department/Division/Section Number: _____
3. Acceptance of an offer to an external candidate (outside State employment) contingent upon approval of this request: Yes No
4. Applicant/Employee Name: _____ 5. BP#: _____
6. Entering Classification Title/Job Code/PG: _____
7. Current Classification Title/Job Code/PG: _____
8. Requested Salary: _____
9. Designated Line Item Salary (For Line Item Salary Request only): _____
10. Current Salary: _____ Effective Date of Action: _____

Part 3: Agency Human Resources: Enter Cost Calculation

Provide a detailed explanation of how the applicant meets/exceeds each job requirement of the class, as copied from the class specification (selective requirements as copied from the job posting). Cite specific examples and the number of years performing each job requirement. This section does not apply to Line Item requests. Please attach additional page(s) if needed.

Job Requirement	Explanation

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Part 4: Agency Human Resources: Equity Chart

Attach an equity chart for all advanced starting salary requests, which follows the example below. The name of the employee/candidate for whom the salary analysis has been requested inserted in the first row, with the requested salary amount and percentage of midpoint listed. In column four (4) please list the employee’s **previous work experience with the most recent work first**. In the subsequent rows, list all the employees in the class that will be equaled or bypassed if the requested salary is approved in chronological order with the highest salary first.

Provide an explanation as to why the requested employee/applicant can bypass the other employees in the class. If the position requires knowledge of supervision or experience, fill in the column for years of supervisory knowledge, for each employee. If there are no other employees in the same class, compare employees in comparable classes in the same paygrade, in the same occupational grouping and/or review employees in the same organizational reporting line to determine equity. The first line is an example of how to complete the chart. This section does not apply to Line Item Salaries.

1	2	3	4	5
Employee Name Salary and % MP	Education	Years of Relevant Work Experience Starting with the most recent list each previous job with the number of years of experience in each.	Years of Supervisory Experience or Knowledge if applicable	Years of State Service
Sally Sample \$35,725 (90%)	Bachelor's Psychology	15 years 2 months Total Relevant Experience 1 year Administrative Specialist II/DHR 2 years 2 months Office Manager/ABC Plumbing 6 years 6 months Executive Assistant/Smith Construction 4 years 6 months Secretary/Jones and Jones Law Firm	2 years 2 months Office Manager	2 years

Part 5: Agency Human Resources: Provide any additional information to consider for request and/or for Leveling Up/Line Item Request.

[Empty box for providing additional information]

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BP#	Job Title	Name	Current Annual Salary	Proposed Annual Salary	OECs	Cost
Example			\$ 38,023.00	\$ 42,000.00	1.3233	\$ 5,263
						\$ 0
						\$ 0
						\$ 0
						\$ 0
						\$ 0
						\$ 0