

CITY & COUNTY OF HONOLULU  
 DEPARTMENT OF HUMAN RESOURCES  
**REQUEST FOR APPROVAL TO HIRE ABOVE THE MINIMUM PAY RATE**

Requests for hiring above the minimum of the appropriate salary range must be obtained prior to notifying the selectee of their hire. Requested hiring rate shall be fully justified and be in accordance with the approved "Request for Recruitment Above the Minimum Pay Rate" (Form DHR-EPS-28). Requests must comply with the applicable provisions of Civil Service Rules and the Personnel Manual.

<b>Department/Division:</b>			
<b>Position Title:</b>		<b>Position Number:</b>	
<b>RECRUITMENT INFORMATION</b>			
<b>Name of individual:</b>			
<b>Tentative hire date:</b>		<b>IGM?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Was the eligible selected via an eligible list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Current step and rate:</b>	BU	<b>Requested salary range, Step and rate:</b>	BU
<b>Recruitment step and rate approved via "Request for Recruitment Above the Minimum Pay Rate" (DHR-EPS-28):</b>			
<b>Date DHR-EPS-28 was approved:</b>			
<b>JUSTIFICATION</b>			
<b>Rationale for requested step and rate:</b>			
<b>Describe how the individual meets the qualifications of the requested step as shown on the DHR-EPS-28 form:</b>			
<b>Describe how the individual's qualifications is distinguished from other applicants:</b>			
<b>Other pertinent information and comments, if applicable:</b>			
<b>APPOINTING AUTHORITY</b>			
<b>Appointing Authority signature:</b>			<b>Date:</b>
<b>DEPARTMENT OF HUMAN RESOURCES</b>			
<b>Employment and Personnel Services Division Chief review and recommendation:</b>			
<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Disapproval Recommended		<b>Comments:</b>	
<b>Signature:</b>		<b>Date:</b>	
<b>Classification and Pay Division Chief review and recommendation:</b>			
<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Disapproval Recommended		<b>Comments:</b>	
<b>Signature:</b>		<b>Date:</b>	

<b>Director of Human Resources:</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments:
Signature:	Date: