City of Columbus
Department of Human Resources
90 West Broad Street, 3rd Floor
Columbus, Ohio 43215

CMAGE/CWA Appointment Pay Rate Worksheet

Date Prepared: _____

Department: _____ Division: _____

Class Code _____ Class Title: _____

EPC Number: _____ Position(s) Type: ☐ FT ☐ PT / ☐ R ☐ L ☐ S Shift: ☐ 1st ☐ 2nd ☐ 3rd

Employee's Name: _____

Please indicate below the appointment category associated with the appointment reflected on the attached PP20, and provide all requested information regarding the intended pay rate for the appointee.

☐ *New Hire*

The pay grade for this classification is ___, with a minimum pay rate of $_____/hour and a maximum pay rate of $_____/hour. The proposed hire rate of pay for this employee is $_____/hour. This hire rate of pay falls within the: ☐ 1st Quartile ☐ 2nd Quartile ☐ Above Market ***(Proposed hire pay rates falling in the 2nd quartile or higher must be reviewed and approved by the Department of Human Resources.)***

☐ *Promotion*

The pay grade for this new, higher classification is ___, with a minimum pay rate of $_____/hour and a maximum pay rate of $_____/hour. The proposed hire rate of pay for this employee is $_____/hour. This represents a _____% increase in pay for the employee. ***(Increases of less than 5% or greater than 10% must be reviewed and approved by the Department of Human Resources.)***

☐ *Demotion*

The pay grade for this new, lower classification is ____, with a minimum pay rate of $_____/hour and a maximum pay rate of $_____/hour. The proposed hire rate of pay for this employee is $_____/hour. This represents a _____% decrease in pay for the employee. ***(Decreases of less than 5% or greater than 10% must be reviewed and approved by the Department of Human Resources.)***

☐ *Transfer – Same or Lateral Class*

The employee's previous rate of pay was $_____/hour and, with this transfer, the new rate will be $_____/hour, reflecting a _____% increase in pay. ***(Any change in pay must be reviewed and approved by the Department of Human Resources.)***

☐ *Interim Limited Appointment*

This employee will be receiving a limited appointment to this higher classification beginning _____, with an estimated ending date of _____. The pay grade for this new, higher classification is ___, with a minimum pay rate of $_____/hour and a maximum pay rate of $_____/hour. The proposed hire rate of pay for this employee is $_____/hour. This represents a _____% increase in pay for the employee. ***(Increases of less than 5% or greater than 10% must be reviewed and approved by the Department of Human Resources.)***

_____ _____
Authorizing Signature Date HR Department Approval Date

Effective date December 5, 2004