



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

MCP 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