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|  |  |
| Date of Request: |       |
| Individual Requesting Exception: |       |
| Affected Employee: |       |
| Current Job Title: |       |
| Proposed Job Title (if changing): |       |
| Promotion, Demotion or Lateral: |       |
| Rationale for going outside of Pay Administration -Policy 401 (to be filled out by requesting manager) |       |
|  |  |
| Recommendation based on Pay Administration - Policy 401 (to be filled out by Compensation) |       |
|  |  |
| Approved by: |       |
| Date: |       |
|  |  |
| Chief Approval: |       |
| Date: |       |
|  |  |
| Compensation Director Approval: |       |
| Date: |       |
|  |  |

**Exceptions must be approved by the MC Chief of the area requesting and by the UVA HR Compensation Director.**