**Salary Exception Process**

**Email Template**

To: Resourcing

CC: Head of School/Unit, College Principal / VP, Finance Manager

Subject: Salary Exception Template – **Insert Employee Name**

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*Following agreement by UMT to eliminate the hard copy Salary Exception Form, HR has provided a Salary Exception email which must be completed for all salary exceptions.*

*The template should be completed by the Hiring Manager and emailed to the Head of School /Unit and College Principal/VP for approval. Only when it has been approved should you email it to me and copying the approvers to confirm their agreement as set out above.*

Please confirm this exception has been approved by selecting Yes or No in the table below:

|  |  |
| --- | --- |
| **Approver** | **Select Below** |
| Head of School/Unit | Yes or No |
| College Principal/VP | Yes or No |
| Finance Manager | Yes or No |

Name: **Insert Employee Name**

Post Title: **Insert Post Title**

Grade: **Insert Grade**

Point on Scale: **Insert proposed point on scale**

Salary: **Insert proposed salary**

**Link to UCD Pay Scales** [**http://www.ucd.ie/hr/pay/payscales/**](http://www.ucd.ie/hr/pay/payscales/)

Note: This process can be used for **new staff members only.** Existing staff members moving to a new role will be appointed in accordance with the agreed guidelines for internal appointments.

**Please provide justification for the exception under each of the criteria listed below.**

1. Current salary of the appointee *(please include details of total package and other benefits, where possible).*
2. Relevant prior work experience of the appointee.
3. Market competitiveness for the discipline.
4. Supporting information highlighting the difficulty in attracting candidates *(e.g. post advertised previously)*.
5. Funding and grants that are likely to follow the appointee if hired.
6. Criticality of filling the post to support courses offered to students.
7. Any other supporting information that justifies the proposed salary exception.

**Please ensure you copy the approvers (Head of School/Unit, College Principal/VP) when returning this form to HR to confirm their agreement with the proposed exception.**