

**Department of Personnel Administration
Memorandum
TO: Personnel Management Liaisons (PML)**

SUBJECT: Exempt Salary Program	REFERENCE NUMBER: 2012-007
DATE ISSUED: 03/30/12	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors**

FROM: Department of Personnel Administration
Classification and Compensation Division

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The following is to Clarify Exempt Appointee's Salaries Upon Appointment:

- All appointments shall be within the salary range for the established Exempt level approved by DPA. Upon the initial appointment, the Exempt shall be entitled to the rate within the salary range five (5) percent above the rate last received or minimum of the range.
- All exceptions to the appointment salary must be submitted to the Governor's Office, Appointment Secretary and to DPA's Executive Compensation Unit for approval. If your department is not under the Governor's Office, please submit the exception to DPA's Executive Compensation Unit only.

/s/ Belinda Collins
Chief, Classification and Compensation Division