

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Procedures for Exempt Salary Increases	REFERENCE NUMBER: 2014-028
DATE ISSUED: 09/26/14	SUPERSEDES:

This memorandum should be forwarded to:

**Agency Secretaries
Administrative Chiefs
Personnel Officers**

FROM: California Department of Human Resources
Personnel Management Division (PMD)

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This Policy Memorandum is to clarify the Exempt Position Request (EPR) process and to notify Departments that they are not authorized to provide any salary increases to Exempt Appointees without prior approval. Exempt salary increases, including salary increases within the current range of the Exempt classification, require prior approval from Agency (if the department reports to an Agency), the Governor's Office, and the Department of Human Resources (CalHR).

Departments may request a salary increase for an Exempt Appointee by submitting an EPR package that includes a duty statement, organizational chart indicating the Exempt Appointee's reporting relationships both to subordinate and executive staff, a justification indicating the reason for salary increase, and the proposed salary for the Exempt Appointee.

Departments and Agencies reporting directly to the Governor's Office should forward the EPR package to the Governor's Appointments Unit and CalHR simultaneously. Departments, Boards, and Commissions not under the Governor's Office should forward the EPR directly to CalHR.

/s/ Rosemary E. Sidley

Rosemary E. Sidley, Chief
Personnel Management Division