**FAS Salary Freeze Exception Form**

**Chancellor Hawgood announced a salary freeze** on May 19, 2020. UCSF Human Resources and has developed a standard form to communicate when a salary request for Staff has been approved and is therefore exempted from the salary freeze.

For more information please refer to the FAS Approval Guide for Requesting Hiring and Salary Freeze Exceptions for Staff Employees.

**Instructions:**

* Complete form
* Obtain necessary exceptional approval signature(s)
* Attach form to PeopleConnect (PCMA) case for:
	+ Staff reclassification
	+ Staff equity increase
	+ Staff stipend increase

Department Name

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|  |

Manager Name

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Employee Name

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Action (reclassification, equity, stipend)

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**Approval:**

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**Name and signature** **Date**

Control Point/Designees Paul Jenny or Direct Reports:

Campus Life Services: Clare Shinnerl

UCSF HR: Corey Jackson

UCSF IT: Joe Bengfort

UCSF Police Department: Mike Denson

UCSF Real Estate: Brian Newman

UCSF Finance: Mike Clune

Audit and Advisory Service: Irene McGlynn

Program Management Office: Stephanie Metz

SVC Office: Paul Jenny