

IDAHO DEPARTMENT OF CORRECTION
Fiscal Impact Statement FY 2011 and Hire by Exception Justification

HR Reviewed: _____
Fiscal Reviewed: _____

Date: _____

Division: _____ To Location: _____

Name: _____

PCN TRNSF From: _____ To: _____ PCA TRNSF From: _____ To: _____

To Job Title: _____

Budgeted Hourly Rate: _____ Offered Hourly Rate: _____ Variance: _____
 (Refer to Budget by Position Report) (= Budgeted Rate Minus Offered Rate)

Hours Filled: _____ Annual (shortage) or Savings: _____
 (=2080 for Full-time and 1040 for Part-time) (= Variance Times Hours Filled Times 1.2339 Benefit Rate)

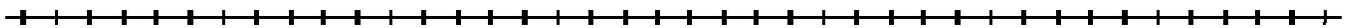
If the request has a negative financial impact on the Department's budget (i.e., the variance is a negative number) then the next two (2) lines must be completed and submitted with the Personnel Action Request (HRS 211 [Form E](#)) for hire.

1. Describe the basis for the requested amount exceeding the budgeted amount of the salary range minimum for the position.

2. Describe how you intend to cover the shortfall created by the request. (Note: Salary savings from vacant positions is NOT considered a legitimate solution for recapturing funds.) If the funds are being transferred from another PCN, list the PCN affected and the amount to be transferred.

 Requestor / Appointing Authority's Signature

 Date



Hire by Exception Justification

(Complete this section of the form only when requesting salary above entry level.)

I would like to appoint _____ to the position of _____.
 I am requesting above entry salary for this person for the following reason(s):

Routing Instructions: The warden or manager (as applicable) must sign this form as the appoint authority and forward to HRS for formal approval.

Approve Disapprove

 Appointing Authority's Signature

 Date

Approve Disapprove

 HRS Director's Signature

 Date

Approve Disapprove

 Division Chief's Signature

 Date

Approve Disapprove

 Director's Signature

 Date