

Management Classification and Compensation Plan (MCCP)

New-Vacant Range B or C Appointment

Employee Name	Employee ID #	MCCP Class #
Start Work Date	Annual Base Salary	Position Working Title
Request to Fill #	Salary Range	Department
	B <input type="checkbox"/> C <input type="checkbox"/>	

Placement in Range B or C is subject to the approval of the Department of Human Resources.

Please select the applicable justification(s) supporting the request and provide related information. Departments are required to clearly articulate a detailed, objective, and factual analysis that supports the rationale for the request.

Further, departments must evaluate the compensation of other employees in the same classification performing the same work. Such employees should only be paid differently if it can be validated by one of more of the following business related reasons:

- Performance/ merit
- Education/ training
- Experience
- Seniority

Applicable Justifications (select all that apply)

Special Skills Recruitment/Retention Time Limited Internal Equity

Related Information Supporting Range B/C Appointment

Please submit this form along with additional supporting documents to the Department of Human Resources, Classification and Compensation Division, via email to Monica.Guzman@sfgov.org.