

KAPI'OLANI COMMUNITY COLLEGE
FACULTY - INITIAL SALARY PLACEMENT

Employee Name: _____

Department: _____

Effective Date of Appointment: _____

Position No: _____

Minimum Qualifications of the Position:

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Education (Institution / Degree Earned / Year Earned):

Credit Given

Relevant Experience:

Period (MM/YY- MM/YY)	Company	Position Title	FTE (i.e. 1.00)	Total Experience in Months

Total Months of Experience Converted into Years:

Less Number of Years of Experience for MQ if applicable:

Balance of Relevant Experience:

Years converted to Steps:

Rank/Step (Salary – Annual/Monthly): _____

HR Reviewed: _____ Date: _____

Justification for Salary Above the Placement:

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Chancellor Approved:

Rank/Step (Salary – Annual/Monthly): _____

Signature: _____ Date: _____