

**RED CIRCLE RATE REQUEST  
AUTHORITY; GC 19837**

1. Employee Name: \_\_\_\_\_
2. Current Class: \_\_\_\_\_
3. New Class: \_\_\_\_\_
4. Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
5. Total Qualifying State Service: \_\_\_\_\_ years \_\_\_\_\_ months
6. Service Calculated thru: \_\_\_\_\_
7. Duration based on State Service: \_\_\_\_\_ years
8. Red Circle Rate Calculations:
  - Base Salary: \$ \_\_\_\_\_
  - "Plus:" \$ \_\_\_\_\_
  - Total Salary: \$ \_\_\_\_\_
9. Reason for Red Circle Rate:
  - Classification or Pay Action by SPB or DPA - No change in duties, regardless of length of service for:
    - Split-Off
    - Change in Allocation Standards
    - Change in Method of Setting Salaries - action is applied to all incumbents in a class or a number of classes
    - Blanketed into State Service (SPB Rule 275)
  - Position or Employee Action - A downward reclassification as a result of management-initiated change
    - Automation or Technical Change
    - Demotion in lieu of layoff
    - Organization Change for Improved Management or Efficiency
    - Demotion Based on Lessening of Abilities

Further Justification: (Attach additional page if necessary.)

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**PERSONNEL OFFICE RECOMMENDATION**

Approved  Disapproved \_\_\_\_\_  
(Analyst/Manager) Date

Reason for Disapproval \_\_\_\_\_

Approved  Disapproved \_\_\_\_\_  
(Personnel Officer) Date