

# REQUEST FOR INCREMENT PREVIOUSLY DENIED

## CIVIL SERVICE COMMISSION

<b>The following employee has been denied an anniversary date increment but the performance has subsequently improved for at least 90 days and a granting of increment is being requested.</b>	
Employee Name:	Employee ID Number:
Anniversary Date:	Title:
Requesting Appointing Authority and Address:	
Supervisor Name:	Division / Work Location:
<b>APPROVED BY</b> <b>APPOINTING AUTHORITY</b> <b>PAR COORDINATOR</b>	
<b>DATE:</b>	
<b>Send to: Civil Service Commission, PAR Unit, PO Box 311, Trenton, NJ 08625-0311 Fax 609-777-2336</b>	

<b>PAR UNIT</b>	
Date Received:	Date Approved:
<ul style="list-style-type: none"> <li>● <b>Appointing Authority has met all the requirements for granting of the increment previously denied for the above named employee.</b></li> </ul>	
<b>SIGNATURE:</b> _____ <b>DATE:</b> _____ <i>Civil Service Commission Representative PAR Unit</i>	

<b>PMIS UNIT</b>	
<b>NOTE:</b> An appointing authority may request an anniversary date increment for an employee who was denied an increment because of receiving an Unsatisfactory rating but whose performance has subsequently improved. If approved by the Civil Service Commission, such increment shall not be effective until a pay period beginning at least 90 days after the employee's anniversary date.	
Date Received:	Date Approved In PMIS:
Request Number:	Effective Date:
<b>SIGNATURE:</b> _____ <b>DATE:</b> _____ <i>Civil Service Commission Representative, PMIS UNIT</i>	
<b>COMMENTS:</b>	