

ADMINISTRATIVE RULE WAIVER REQUEST

Petitioner Name: Kelly Garcia

Contact Information: _____

Hiring Authority: HHS

Administrative Rule to be Waived: 11--53.7(1)(a)

Statement of Rule:

Pay increase eligibility periods. The minimum pay increase eligibility period for employees shall be 52 weeks, except that it shall be 26 weeks for new hires and employees who receive an increase in base pay as a result of a promotion, reclassification, or pay grade change.

List the names of the persons or the description of the class known by petitioner to be affected:

Sarah Reisetter, Deputy Director of Health and Human Services.

Briefly describe the change requested, including the portion of the rule to be waived:

Petitioner is requesting waiver of the 52 week pay increase eligibility period for Sarah Reisetter to allow her to be eligible for a within grade pay increase on October 10, 2025, as Ms. Reisetter takes on additional job responsibilities following the departure of the current department director. This waiver would make Ms. Reisetter eligible for such pay increase approximately 38 weeks following her last pay increase on January 17, 2025.

Justification for waiving rule (attach additional sheets, as needed):

This waiver is justified due to the unique nature of Ms. Reisetter's role and her importance to the continuity of department operations as the department transitions from Director Garcia's leadership to Director Johnson's leadership. This request has minimal impact on State operations as it still requires the department to follow all applicable policies in relation to Ms. Reisetter's pay increase, it simply allows the increase to occur approximately 14 weeks early and during an important time during the department's leadership transition.

Department Director Signature

Kelly Garcia

Date 9/25/2025

DAS-HRE Bureau Chief Signature

Date _____

Decision:

☒ **Granted**
☐ **Denied**

**Signature of DAS Director's
Designee/COO of DAS-HRE**

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Date 9.26.2025