

Request for Base-building Salary Adjustment

Use this form to document justification of in-range salary movement in the same class and position.

Employee Name: _____ Employee ID _____

Job Code and Title: _____

Position #: _____ Department: _____

Requested Effective Date: _____

Purpose of Request:

- Salary leveling to alleviate salary range compression
The facts must show that the longer-term, more experienced employees are paid lower in the range for the class than new hires or less experienced employees over a period of time resulting in documented ongoing retention difficulties. There must, therefore, be a valid need to increase one or more employee's base salary to recognize contributions equal to or greater than the newly hired or less experienced employees. *Please attach factual documentation.*
- Counteroffer
The facts must show that an employee with critical, strategic skills and competencies has received a salary offer from another department or outside employer and that there is a need to increase the employee's base salary for retention purposes. *Please attach factual documentation and written confirmation of the other entity's salary offer.*
- Delayed Promotional Increase
The employee has been/is to be promoted with either no immediate salary increase or with only a partial salary increase because either production expectations are unproven or funds are unavailable at the time of promotion. The salary increase is to be made within 12 months of the promotion.
- New Hire whose skills are unproven
The employee has been/is to be hired at a lower base salary because production expectations for critical skills are unproven at the time of promotion. The salary increase is to be made within 12 months of hire.

Immediate Supervisor Approval

Date

Appointing Authority Approval

Date

Vice President Approval

Date

President Approval

Date