

Request for Non-Base-Building Discretionary Pay Differential for Classified Staff

Use this form to document justification for Temporary Pay, Counteroffer, or Signing Bonus for an eligible employee.

Employee Name _____ Employee ID _____

Job Class Code & Title _____

Position # _____ Department _____

Requested Effective Date _____

Please check which of the following apply to this position.

- Matching Pay – Counteroffer to a verifiable, documented, bona fide internal or external job offer that must be presented in writing. (Copy of offer must be attached.)
- Matching Pay - Compression Adjustment -- Ease compression within a range when newer, less experienced employees are hired at higher base pay rates than current, more experienced employees.
- Signing Bonus -- To fill critical positions where labor market shortages exist or documented recruitment/retention difficulty exists that jeopardize the campus mission.
- Signing Bonus --To fill positions when an applicant possesses unique and critical skill in relationship to the market.
- Temporary Pay - Acting Assignment -- Used for a period that is longer than 30 days but less than six months.
- Temporary Pay - Long-term Project -- Applies when an employee is assigned a project, which is critical to the mission of the campus and enhances its operation and lasts more than six months.
- Temporary Pay – Critical Skills -- Applies when an employee has unique, specialized knowledge or skills that are critically important to the mission of the campus and its productivity.

Recommended Amount: \$ _____

Justification: attach additional page, if necessary

What is the estimated cost for this employee for this fiscal year, including retirement contribution?
Have you identified the source of these additional funds?

Immediate Supervisor Approval _____ Date _____

Appointing Authority Approval _____ Date _____

Vice president Approval _____ Date _____

President Approval _____ Date _____