equity review of salary request

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name |  | Empl ID |  |
| Department |  | Dept ID |  |
| Job title |  | Salary grade |  |
| Date of last performance review |  | *Met standards or above?* 🞎Yes 🞎No |
| Current salary | $ | Salary range quartile: |  |
| *Explain the reason for this request* |
|  |
| Amount of change | $ |  | % | Proposed salary | $ |
| 🞎Employee's resume attached if available*Are funds available to support request?* 🞎Yes 🞎No |
| Budget contact name |  | Phone |  |
| Supervisor name |  | Title |  |
|  |
| **Approval Signatures** |
| Supervisor |  | Date |  |
| Mgmt Ctr/Dept Head |  | Date |  |
|  |
| **For Human Resources Use** |
| Date received |  | 🞎Approved 🞎Not approved |
| Approver |  | Date |  |
| *Comments* |

**Equity Review of Salary Request Procedure**

Although an employee's salary grade assignment may be correct, the supervisor may think that the employee's salary is low (particularly if it is a longer service employee) in relation to salaries paid to others doing the same job with similar credentials.

In such instances, if the salary is below midpoint, the supervisor may ask the department of Human Resources (HR) to review the matter. Before doing so, Supervisors must:

1. Review the salary of all their staff employees to insure that by solving one problem, another will not be created. Be sure to consider all variables, not just length of employment with the university.
2. Complete the Equity Review of Salary Request form. Please include a copy of the employee's resume if available. The proposed salary may not exceed the range of midpoint.
3. All information must be provided and each approval signature must be included. The request will not be reviewed without the required signatures.
4. Forward to the Compensation office (Crawford Hall, Room 320, LC 7047). Requests will be reviewed within two weeks of receipt. If approved, the adjustment will be processed effective the first of the next month.