

Guidelines for Requesting a Salary Adjustment

Effective July 1, 2008

Program

There is a University adjustment budget that has been set aside as a discretionary fund for salary adjustments. **These adjustments are not merit based.** Recommendations will be considered for staff with rated performance at the “Effective” level or higher. Adjustments are appropriate when there is a specific salary issue or relationship that should be addressed. Examples include: salary below the new minimum; below peers ; below market. Formulaic adjustments are not part of this process. These adjustments will be reviewed and approved on an individual case basis.

Because salary distributions and relationships vary by unit, issues will be addressed as needed and uniformity in application is not expected. It is expected that some departments will not request any adjustments.

This process is intended to address specific external market and internal equity issues and is not merit driven. Therefore, in order to be considered for an adjustment under this program, recommendations will only be considered for staff with a performance rating of effective and with a merit increase recommendation consistent with their performance rating and position in range.

Process

Use the form to recommend an adjustment for each staff member. Submit the form electronically to your HR Generalist who will review and comment and then send the recommendation to Compensation. Compensation will review, provide additional data (market data or internal comparison data) and recommend approval to the appropriate provost/officer.

Provost/officer approves or denies the adjustment and notifies Compensation. Compensation communicates final results to the requesting departments.

Department communicates the adjustment to staff.

Compensation submits adjustments to the HR Transaction Center for input into the payroll system.

Compensation reports approved adjustments to the Budget Office. Budget office will transfer the general appropriations funds for adjustments to non self support schools.