

## Human Resources – Compensation Change Form

Date Request Submitted to Human Resources:

Requesting Department:

Requesting Manager:

Approving Department Head:

### REASON FOR REQUEST

Only Department Heads may propose a compensation change. Check reason for request:

- ☐ Position that is difficult-to-fill or with high turnover due to market shortage of required skill set where a higher starting salary is merited
- ☐ Concern about losing an operationally critical/key/exceptionally high performing staff member
- ☐ Serious internal equity issues
- ☐ Reclassification
- ☐ Reallocation
- ☐ Increase within the pay range
- ☐ Other (explain in #9 below)   Abolish | Create

### DEPARTMENT REQUEST FOR COMPENSATION CHANGE:

#### Current Position Information:

1. Employee name(s), current position title(s), and current low org(s). For multi-incumbent positions, attach a spreadsheet, if necessary.
2. Employee number(s)
3. Is the employee(s) still in his/her probationary period?
4. Current annual base salary/grade(s)/step(s)?

#### Proposed Position Information:

1. Proposed position title(s) and proposed low org(s). For multi-incumbent positions attach a spreadsheet, if necessary.
2. Proposed base salary/grade(s)/step(s)
3. Proposed effective date (must be beginning of pay period), should be after final required County approvals.
4. Date of last salary increase granted to employee(s)

5. Regarding performance, does employee(s) have documented strong performance (example: averaged 4 or higher on last performance evaluation) and no Corrective Action or Performance Improvement Plan in the last 12 months?
6. Reasoning behind salary increase. Provide details such as recent work contributions, why employee skill set is critical, evidence/amount of job offer received or wages earned, turnover rate for position and other relevant information. For multi-incumbent positions, please attach your analysis, spreadsheet, etc.
7. Names and salaries of any employees in the same position for internal equity review (attach spreadsheet, if necessary)

#### **REQUEST SUBMISSION**

The Department Head should e-mail this form to the assigned HR Partner and Compensation Analyst, with a copy to the Supervisor/Manager or Hiring Manager of the area.

Human Resources Compensation will review and reach out with their decision and/or request for additional information, if needed.

In most cases, the HR team will communicate the recommendation to the HR Business Partner within five business days of receiving a request.