

Human Resources – Compensation Change Form

Date Request Submitted to Human Resources:

Requesting Department:

Requesting Manager:

Approving Department Head

REASON FOR REQUEST

Until further notice, only Department Heads may propose an urgent salary increase. Note: merit increases or re-organizations are typically not considered an urgent salary need. 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
- Other (explain in #9 below)

DEPARTMENT REQUEST FOR URGENT COMPENSATION CHANGE

1. Employee name(s) OR position title for multi-incumbent positions (attach 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)
5. Proposed base salary/grade(s)
6. Proposed effective date (must be beginning of pay period)
7. Date of last salary increase granted to employee(s)
8. 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?
9. 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.
10. Names and salaries of any employees in the same position for internal equity review (attach spreadsheet, if necessary)
11. Department Head [Acknowledgement of Fiscal Responsibility](#) (click to read, then sign)

REQUEST SUBMISSION

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

A few guidelines for establishing salaries:

- **New Hires:** if you are hiring anyone above the midpoint of the range, Compensation needs to review/approve.
- **Increase Guideline:** increases should generally be around 5% of base salary, but special cases may warrant a higher increase. Please discuss with HR.

HUMAN RESOURCES COMPENSATION REVIEW AND RECOMMENDATION *(all items to be completed by HR)*

1. Proposed salary/grade change
2. HR's recommended salary/grade
3. Market data reviewed
4. Internal equity review
5. Any other issues that are of concern or note
6. Explain in detail reasoning behind HR's salary recommendation
7. Document discussion with Department Head (date communicated to Department Head, how was communicated, who held discussion, what was said, email sent, next steps, etc.)
8. Final decision including outcome, effective date, next steps, etc.
9. Increase Within Existing Range
Reallocation
Reclassification
10. Date submitted to Department Head

NOTE: In most cases, the HR team will communicate its recommendation to the Department Head within five business days of receiving a request.

**[Click Here To
E-mail Form](#)**