

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)

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)

