

Salary In-Range/Grade Adjustment Request
Managerial, Professional, Supervisory & Confidential Staff¹ (MPSC)
and Administrative Staff² (URA-AFT)

All requests for in-grade salary adjustments require concurrence by the supervisor, the department head, and the appropriate Vice President/Chancellor. Requests will be submitted to University Human Resources to determine if the additional responsibilities added to the position are appropriate within the current grade. In addition to completing the below in its entirety, please submit a current CARF/job description, proposed CARF/job description highlighting the new and/or removed responsibilities of the position, an updated organizational chart, and the employee's current resume with your request. Refer to the following [UHR policies](#) and [union agreement](#) for guidance.

1. [Policy 60.4.10 \(V\) - Salary Adjustments](#) for Managerial, Professional, Supervisory and Confidential Staff
2. [URA-AFT Negotiations Agreement - Article 39 \(V\) - Salary Adjustments](#)
3. [AFSCME Local 1761 \(COLT\) Agreement - Article 20 – Salary](#)

Employee's Current Information

Employee Name: _____ Employee ID #: _____
Job Title: _____ Department: _____
Grade/Range: _____ Supervisor: _____

Requestor's Information

Requestor's Name: _____ Job Title: _____
Phone Number: _____ Email Address: _____
Supervisor: _____ Supervisor's Title: _____

Request Details

- Additional Duties Lateral transfer to new position Counteroffer Equity

Current Annual Salary: \$ _____ Requested New Salary Amount: \$ _____ Percentage Increase: _____ %

To ensure internal equity, all requests for salary considerations must include an assessment of current employees in similar roles within your department/unit. Have you completed this assessment and confirmed that this request will not result in internal equity concerns? Yes No N/A

Rationale for Salary In-Range/Grade/Equity Adjustment

Please provide a detailed description of the significant changes within the role, including but not limited to, the major duties that are being added or removed, the scope of responsibility, the complexity of the job functions, the level of autonomous decision making, the service population, propose possible comparators and any other details that may aid in the analysis. If duties are being added, indicate who previously performed these functions within your organization and if that position is also changing. If duties are being removed, indicate who will perform these functions going forward. Including these details will expedite processing times.

Request for _____

Rationale for Salary In-Range/Grade/Equity Adjustment (continued)

Attach additional pages if necessary.

Account Charging Instructions (GL/RRC): _____

Request for _____

Justification for Policy Exception Request (if applicable)

Signatures

This request should be submitted to University Human Resources with appropriate concurrent signatures. The requestor named on this form will receive a notification, with all attachments, when this request is completed.

Requestor

Name: _____

Signature: _____ Date: _____

Supervisor

Name: _____

Signature: _____ Date: _____

Chair/Department Head

Name: _____

Signature: _____ Date: _____

Vice President/Chancellor

Name: _____

Signature: _____ Date: _____

FOR INTERNAL UHR PURPOSES ONLY:

UHR Representative

Name: _____

Signature: _____ Date: _____

Current range/step _____ Biweekly pay _____

Adjusted range/step _____ Biweekly pay _____

Date processed _____ Follow-up date _____