

# Staff Salary Adjustment Request Form

## University of North Texas System - All Institutions

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**This purpose of this form is to request staff salary adjustments**

### General Guidelines for Salary Adjustments

- Salary adjustments provide a mechanism for maintaining salary relationships between and among current employees or to increase compensation based on relevant labor markets. For example:
  - An internal equity adjustment may be appropriate when salary inconsistencies are found due to differences in the compensation paid to staff members in the same classification with equal years of service within the classification which cannot be explained by differences in relevant experience, education, training, and/or job performance.
  - A market adjustment may be appropriate in order to move a staff member within their current pay range to better align with similar positions in the relevant labor market.
- The amount of any equity or market adjustment must be funded by the department and is dependent on the availability of department funds.
- Equity or market increases will be effective the first day of the month following the date this form is signed by all required approvers.

**Salary Equity Considerations** - Management has the responsibility of assuring that equitable salary relationships are maintained as follows:

Appropriate salary relationships should be maintained for staff within the same classification or related classifications, taking into consideration distinguishing factors such as performance, skills, and experience. Special care should be exercised to ensure that salary differences are neutral with regard to race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, FMLA status, and other categories protected by state and federal law

<b>Type of Request:</b> ___ Internal Equity ___ Market Adjustment
<b>Approval Process:</b> 1. Requesting Manager, Department Head and VP/VC complete and approve in Sections 1- 3 below and submit via attachment to ePAR. 2. HR Compensation reviews request. <ul style="list-style-type: none"> <li>a. If the requested amount is supported, the ePAR will be routed forward for approvals (section 4).</li> <li>b. If the requested amount is different than what is supported by HR, the ePAR will be pushed back for the department to revise the amount and resubmit the ePAR.</li> </ul>

1) Employee Details:

Name:	Empl ID:	Date appointed to position:
Job Classification Title:	Position #:	Department:
Current Salary:	Job Code:	Requested Salary:

2) Provide detailed information to support the request:

- For equity adjustments: Describe the equity concern and provide the rationale for the requested adjustment.
- For market adjustments: Provide information supporting the requested salary based on the individual's qualification, performance, or critical skills retention.

3) Department approvals:

Requesting Manager:	Signature:	Date:
Department Head:	Signature:	Date:
Vice President/Vice Chancellor:	Signature:	Date:

4) HR Compensation Findings/Recommendation (HR Use Only):

<input type="checkbox"/> Amount Requested Complies with Findings	<input type="checkbox"/> HR Recommendation Different than Requested
Amount Justified by Review \$	HR Representative:
Date Review Completed:	
Comments:	