



REQUEST FOR SALARY APPROVAL

All salary offers and adjustments for staff titles must be approved by the Human Resources Director.

Complete all applicable fields and submit electronically to your personnel analyst.

Incomplete forms will be returned to the department.

Date:

Submitted By:

Title:

Hiring Manager: |

CAO:

Type of Action Requested*:

*Employees currently holding a temporary or limited appointment are considered "internal candidates"

All requests must include the following:

- College Salary Comparison
- Salary Scale
- Application Materials / Resume
- Job Description

Part A – External Candidate

Position #:

Proposed Payroll Title:

Candidate's Name:

Proposed Title Code:

Proposed Salary: \$

Step:

Part B – Internal Candidate | Reclassification

☐ Position #:

Proposed Payroll Title:

or

☐ Reclassification

Proposed Title Code:

Employee's Name:

Current Payroll Title:

Current Salary: \$

Current Step:

Proposed Salary: \$

Proposed Step:

% Increase Above Current Salary: %

Part C – Salary Explanation

Briefly describe the candidate's experience that you believe qualifies them for this position:

Please describe how this salary compares to that of other departmental employees in the same title:

If this salary creates an inequity, please describe how it will be addressed or justify why it will not be addressed:

☐ **Exception Request (lateral transfer requesting salary increase, demotion with no salary reduction)

**If exception request, please indicate how this qualifies for an exception:

HR Manager Review:

Date:

Comments: |

HR Director Review By:

Date:

Comments:

**If this request is an exception or over mid-range, it requires Central HR approval.*

Comp Review By:

Date:

Comments: