



REQUEST FOR EQUITY REVIEW OF SALARY

Please read the instructions for completing this form (on the reverse side) before proceeding

Employee name \_\_\_\_\_ EmplID \_\_\_\_\_

DeptID \_\_\_\_\_ Department Name \_\_\_\_\_

Job Title \_\_\_\_\_ Salary Grade \_\_\_\_\_

Length of time in position \_\_\_\_\_ Salary range: Minimum \$ \_\_\_\_\_

Current Salary \$ \_\_\_\_\_ Midpoint \$ \_\_\_\_\_

Proposed Salary \$ \_\_\_\_\_ Amount of change \$ \_\_\_\_\_ %

Explain the reason(s) for this request

Please enclose the employee's resume if one is available

Are funds available to support the request?  Yes  No

Completed by \_\_\_\_\_ Campus phone \_\_\_\_\_

Submitted by \_\_\_\_\_ Submission Date \_\_\_\_\_  
Supervisor of the position

*Approval signatures certify that Department/Management Center funds are available if the request is approved.*

1. \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor

2. \_\_\_\_\_ Date \_\_\_\_\_  
Department/Management Center Head

## PROCEDURE for Requesting Equity Review of Salary

Although an employee's salary grade assignment may be correct, the supervisor may think that the employee's salary is low (particularly if it is a longer service employee) in relation to salaries paid to others doing the same job with similar credentials.

In such instances, if the salary is below midpoint, the Supervisor may ask the Department of Human Resources to review the matter. Before doing so, Supervisors must:

1. Review the salary of all their staff employees to insure that by solving one problem, another will not be created. Be sure to consider all variables, not just length of employment with the University.
2. Complete the "Request for Equity Review of Salary" form. Please include a copy of the employee's résumé if available. The proposed salary may not exceed the range of midpoint.
3. All information must be provided and each approval signature must be included. The Request will not be reviewed without the required signatures.
4. Forward to Compensation Office, 304 Crawford Hall, LC 7047. Requests will be reviewed within two weeks of receipt. If approved, the adjustment will be processed effective the first of the next month.

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For Human Resources processing:

Date Received \_\_\_\_\_ Date Review Completed \_\_\_\_\_

Reviewed by \_\_\_\_\_  Approved  Not Approved

Comments