

# Salary Increase Request Form

Employee Name: \_\_\_\_\_

Current Title: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date of Request: \_\_\_\_\_

## Type of Pay Increase Being Requested:

- Supplemental Compensation       Promotion       Equity Adjustment       Increase in Duties

### Permanent Increase in Duties

- Letter/Memo to Oversight Committee the provides:
- Explanation of increased duties, with new job description and original job description
  - Proposed pay increase and %
  - Letter **must** be signed by employee's direct supervisor.

**Note: if employee is 100% compensated from a grant, letter should indicate how funding from other grants reduces the employee % commitment has been approved by the agency (if applicable)**

- PAR showing current and proposed compensation (signed by supervisor)

**\*\*Request may require further review/analysis by MU HR Director**

### Temporary Supplemental Compensation (includes extra work, stipend, etc.)

- Letter/Memo to Oversight Committee that provides:
- Explanation of increased workload beyond normal working hours
  - Duration of pay increase
  - Average weekly hours spent over and above normal workweek and equivalent hourly pay rate (using salary) for those hours
  - Plan for how separation of duties from regular duties will be enforced

**Note: if employee is 100% compensated from a grant, letter should indicate how funding from other grants reduces the employee % commitment has been approved by the agency (if applicable)**

- PAR showing current and proposed compensation (signed by supervisor)

**\*\*Request may require further review/analysis by MU HR Director**

MURC-HR Policy 001

Effective Date: 10/27/2021

Last Update: 10/27/2021

Promotion

- Letter/Memo to Oversight Committee that provides change in duties/work scope resulting from promotion (**NOTE: Must be signed by employee's direct supervisor**)
- Current and proposed job descriptions
- PAR showing current and proposed compensation (signed by supervisor)

***\*Request may require further review/analysis by MU HR Director***

Equity Adjustment

- Letter/Memo to Oversight Committee that provides justification for equity adjustment and includes salaries of similar positions at MU or MURC to demonstrate reason for request (**NOTE: Must be signed by employee's direct supervisor**)
- Current and proposed job descriptions
- PAR showing current and proposed compensation (signed by supervisor)

***\*Request may require further review/analysis by MU HR Director***