

Salary Increase Requests

MURC-HR Policy 001
Effective Date: 10/27/2021
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Marshall University Research Corporation (MURC) is bound by federal regulations in regards to salary increase requests.

Due to federal contract regulations, MURC employees will be granted annual increases equivalent to those granted to Marshall University employees. When no annual increases are scheduled, only the following increase requests can be considered:

- Equity Adjustment (based on comparative pay of others holding a similar position title with similar duties)
- Promotion (change in title and work scope)
- Supplemental Compensation (for duties beyond regular working hours required by a given project)

All salary increase requests require additional documentation and must be submitted for review to the MURC Oversight Committee, and are not guaranteed at the time of submission. **Any increases should only be discussed with employees as tentative, subject to approval, and work must not commence until approval is received.**

Required Documentation:

- letter of explanation signed by the supervisor, that:
 - justifies the amount of increase requested
 - indicates whether it is temporary (for the grant period only) or permanent (regardless of funding source)
 - if for Supplemental Compensation - include best estimates of hours worked over in addition to the normal work week, why and how they are required for the project, the equivalent hourly rate of pay (using current salary) based on the extra hours identified
- PAR reflecting updates/rate changes
- **ALL** salary increase requests (including justification and PAR) **MUST** be supported and signed by the employee's direct supervisor. **Documentation not signed by the employee's direct supervisor will not be considered.**

All salary increase requests and associated justification/documentation should be submitted directly to your MURC Compliance Administrator who will review and submit for MURC Oversight Committee review on your behalf. Once the request has been reviewed by the MURC Oversight Committee, HR Services will typically provide final review of the request.

Salary Increase Request Form can be found at www.marshall.edu/murc/forms. Questions regarding this process should be referred to your MURC Compliance Administrator.

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