Compensation Adjustment Form

Employee Name

Title

Department

Current Salary/ Hourly Rate

Proposed Effective Date

Proposed Salary

<table>
<thead>
<tr>
<th>Funding Source (Cost Center, Designated Gift or Grant, Fund, &amp; Function)</th>
<th>Percentage Allocated</th>
</tr>
</thead>
<tbody>
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<td></td>
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Proposed One-Time Bonus ($5000 limit/fiscal year for classified staff; the greater of $5000 or 10% of base salary/fiscal year for University staff)

Proposed Base Salary Increase (15% limit for classified staff)

Reason for Adjustment

☐ Change in Duties/Responsibilities

☐ New Degree/Certification

☐ Internal Salary Alignment

☐ Counter Offer (written offer MUST be attached)

☐ Special Project

☐ Temporary Pay
Justification

Please provide details regarding the adjustment (i.e., the additional duties being assumed, the new degree or certification and how it will help the department, the priority to the institution, etc.).

Required Approvals

Supervisor/Department Head                     Date

Vice Chancellor                               Date

Human Resources                               Date

Budget Office                                 Date

Chancellor                                   Date
Compensation Adjustment Form

Instructions

- This form is to be used for full-time (either exempt or non-exempt) STAFF employees only.
- This form must be used for adjustments to an employee’s base pay OR for a one-time bonus.

Instructions
1. Complete the following fields on the form: Employee Name, Title, Department, Current Salary or Hourly Rate, Proposed Effective Date (must be the beginning of a pay period), and Proposed Salary (only if an adjustment is being made to base pay).
2. Enter the funding source(s) and the percentage of salary paid from each source.
3. Enter either the bonus amount or the amount for the base salary increase. Please note the following limits:

<table>
<thead>
<tr>
<th></th>
<th>Classified Staff</th>
<th>University Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonus</td>
<td>$5000/ fiscal year</td>
<td>Greater of $5000 or 10% of base salary/fiscal year</td>
</tr>
<tr>
<td>Base Salary Adjustment</td>
<td>No official limit — discuss with VC and HR for guidelines</td>
<td>15% limit</td>
</tr>
</tbody>
</table>

4. Identify the reason for the adjustment and provide further details in the justification section.
5. Obtain the appropriate approvals in the order listed on the form.