

**A&P Faculty**

**Salary Adjustment Request Form**

*(To be used for A&P Faculty only. Must be completed by employee’s supervisor/director)*

A Pay Action Request form (PAR form) must be submitted with this document prior to the request being reviewed by Human Resources. Please complete Sections 1-4 below, providing detail and justification for the requested salary increase.

**Section 1: Employee and Position Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee ID** | **Employee Name (Last, First, Middle Initial)** | | **Position Number** | **Date of Request** |
| **Department Name** | **Department/Org. Code** | **Current Working Title** | **Current Salary** | |
| **Supvr. Empl ID #** | **Supvr. Name** | **Supvr. Phone Number** | **Supvr. Email** | |

**Section 2: Pay Practices**

Pay practices are categorized as management-initiated actions associated with salary changes. Subject to current JMU budgets and annual appropriations, A&P Faculty may be eligible to receive base salary adjustments for the following reasons ***(please choose only one pay practice below and enter the percentage increase desired)*:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please Check One** | **Pay Practice** | **Description** | **Requested Salary $** | **Requested % Increase** | **\*Maximum Increase Permitted** |
|  | Equity | An adjustment to properly align salaries based on job, employee, and market factors, and to eliminate or avoid instances of compression or inversion. | $ | % | 9% |
|  | Promotion | A pay adjustment for an appointment to a higher position of authority and/or responsibility usually accompanied by a title change.  *Note: Adjustments 10% or higher are included on the Board of Visitors Report for approval.* | $ | % | \*\*15% |
|  | Change in Duties | An adjustment to pay when job duties and responsibilities change within the same job. | $ | % | 9% |
|  | Merit | An adjustment to acknowledge and reward high achieving employees, even if/when retention is not an issue. | $ | % | 5% |
|  | Retention and  Competitive Salary Offers | An adjustment designed to keep the most effective employees from seeking other job opportunities and/or an effort to keep high achieving A&P Faculty members focused on effectiveness rather than pay dissatisfaction. | $ | % | \*\*\*9% |

*\* The maximum increase permitted does not apply to vacant positions open for recruitment.*

*\*\*On rare occasions exceptional promotional increases above 15% may be allowed when the current salary is significantly behind both internal equity and market data for similar type positions within the division.*

*\*\*\*Exceptional retention increases above 9% may be allowed for athletic contract negotiations or for competitive salary offers to retain mission-critical employees.*

**Section 3: Pay Factors**

Salary adjustments for the pay practices above will be administered and justified through the application of the **“Pay Factors”** listed below. Pay Factors are a set of criteria used as a basis for determining pay decisions. Pay Factors will be reviewed by Human Resources to justify, analyze, and determine appropriate pay adjustment requests for employees.

*With most pay practices, it is beneficial to collaborate with Human Resources for planning salary adjustments prior to submitting required forms and other documentation. Human Resources will offer guidance with regard to comparable salary data, job analysis, pay justification, retention concerns, process and potential impact of pay actions.*

**Please provide information for all Pay Factors by answering each question:**

**1. Duties and Responsibilities:**  *Permanent  Temporary*

*Please provide explanation of the changes and a list of added or reduced duties.*

**2. Internal Equity:**

*How does the employee’s salary compare with co-workers within the department or division (or if applicable, across the university), who have similar levels of training and experience, similar duties and responsibilities, similar performance, and similar education and competencies?*

**3. Performance:**

*What significant work accomplishments, outcomes or behavioral interactions influence this pay action?*

**4. Credentials & Professional Development:**

*What academic or employment qualifications specific to the current job does the employee possess? Please include educational level, field of study, and work-related experiences. Has the employee completed any additional education, training, certification,*

*and licensure specific to the employee’s current job? If so, please explain.*

**5. Market Availability:**

*Please provide explanation of any recruiting difficulties of this position.*

**6. Salary Reference Data:**

*The amount of salary change requested came from the following source(s):*

*Salary comparisons in my department*

*Self-research from an industry-specific professional organization (Organization’s Name:**)*

*Similar JMU positions*

*Similar positions from another institution (Institution’s Name:**)*

*JMU HR salary study*

*Please provide all information regarding data used to determine this salary request.*

**7. Budget Implications:**

*Describe what implications, short or long term, this pay action may have on the department budget.*

**8. Long Term Impact:**

*Please explain the financial effect, if any this may have on anticipated future salary costs, staffing changes, salary alignment among employees, and career growth changes:*

**Section 4: Signatures**

|  |  |
| --- | --- |
| **Supervisor** | **Date** |
| **Director/Dept. Unit Head** | **Date** |
| **AVP/Dean** | **Date** |
| **Vice President** | **Date** |