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**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. Please complete Sections 1-4 below, providing detail and justification for the requested salary increase. The department’s budget must have funds to support the requested pay 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 salary 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 the change in title on the accompanying PAR.*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 andCompetitive 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**

The supervisor must discuss and collaborate with their HR Consultant about the appropriate salary adjustment amount prior to submission of paperwork. The HR Consultant will offer guidance with regard to comparable salary data, job analysis, pay justification, retention concerns, process and potential impact of the pay action.

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. **Please provide a detailed justification for the salary change**. **Requests may be returned to the supervisor for additional information if the justification is not thorough or if it does not clearly outline reasons for the increase in salary.**

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

|  |  |
| --- | --- |
| **1** | **Duties and Responsibilities:** *Provide a description of the changes to the position and an explanation of the added or changed duties including if duties are permanent or temporary.* |
| **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:** *Describe the significant work accomplishments, outcomes or behavioral interactions that influence this pay action.* |
| **4** | **Credentials & Professional Development:** *Describe the academic or employment qualifications specific to the current job that the employee possesses to 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:** *Provide an explanation of any recruiting difficulties for this position. What unique skills and qualifications does this position require that would make recruiting for the position difficult?* |
| **6** | **Salary Reference Data:** *The amount of salary change requested is a result of salaries from the following source(s):* |
| *[ ]*  | *Salary comparisons in my department. List specific positions/employees used for comparison.* |
| *[ ]*  | *Self-research from an industry-specific professional organization. List the organization’s name.* |
| *[ ]*  | *Similar JMU positions. List specific position(s) and department(s) used for comparison.* |
| *[ ]*  | *Similar positions from another institution. List the name of the institution and the position(s) cited.* |
| *[ ]*  | *Salary study conducted by JMU Human Resources* |
| **7** | **Budget Implications:** *Describe the implications, short or long term, this pay action may have on the department’s budget. Non-grant funded departments must consult with the Budget Office to verify availability of funding and provide confirmation by attaching email correspondence.*  |
| **8** | **Long Term Impact:** *Explain the financial effect, if any, this request may have on anticipated future salary costs, staffing changes, salary alignment among employees, and career growth changes.* |

**Section 4: Signatures**

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| **Supervisor** [ ]  I conferred with my HR Consultant in determining the percentage/dollar amount of this salary adjustment request. [ ]  I did not confer with my HR Consultant in determining the percentage/dollar amount of this salary adjustment request. | **Date** |
| **Director/Dept. Unit Head** | **Date** |
| **AVP/Dean** | **Date** |
| **Vice President** | **Date** |
| **Human Resources** | **Date** |