

# IBA *In-Band Adjustment*

## What is it?

An IBA is an adjustment to an employee's base salary.

## Why?

IBAs may be submitted for the following reasons:

- Change in Duties
- Newly Acquired Knowledge, Skills or Abilities (KSAs)
- Retention
- Internal Salary Alignment

## Who Qualifies?

Non-probationary classified and wage employees after one year of service.

## Who Submits?

The supervisor initiates the IBA process through collaboration with Human Resources and/or the reviewer.

## How?

After reviewing with HR and/or reviewer, the supervisor completes a PAR (Personnel Action Request) and a PAW (Pay Action Worksheet) and submits, with appropriate signatures, to HR.

## When?

IBAs can be submitted at any time during the year. Funding of IBAs is completely dependent on fiscal resources available through JMU's annual budget process.

## Resources

- JMU's Salary Administration Plan
- IBA Process

CONSULTING  
SERVICES TEAM

HUMAN  
RESOURCES  
**HR**

## FAQs:

- An employee may not receive more than a 10% total salary increase through the IBA process in any fiscal year (to include increases given for lateral role changes).
- All grant-funded positions are funded by the grant and not centrally
- Supervisors should not communicate to the employee that an IBA request has been submitted to Human Resources until that request has been approved and funded by the appropriate vice president.
- Wage employees are eligible for an IBA after 12 months of continuous employment at JMU.
- IBAs for wage employees must be funded by the department's own budget (not from the Central Funding Pool).