

Wright State University Human Resources

Request for Special Salary Adjustment

Instructions:

1. Complete this form.
2. Attach the current and new job description along with organizational chart.
3. Send to Human Resources, Compensation.

Adjustment Requested for: _____ Department/Section: _____

Position Title: (Current) _____ (Proposed) _____

Requested by _____ Approved by: _____ Date: _____
Dean or Director

Reason for Request: *Check all that apply*

- 1.1 To react to shifts in the competitive labor market. A salary adjusted is required to retain and recruit qualified staff.
- 1.2 To correct pay compression that has occurred between a supervisor and his/her higher level non-supervisory subordinates due to a collective bargaining settlement or similar pay adjustment for non-supervisory employees, or other circumstances.
- 1.3 To correct an internal inequity where one or more other University positions, that have substantially the same duties and responsibilities and require equal skills and effort, now have substantially different pay rates.
- 1.4 To provide equitable compensation because of a change in the value of the position resulting from a substantial addition of more complex duties or significant expansion of responsibilities. The mere assignment of new or additional duties to an existing position or a change in job title is not a sufficient basis for a wage adjustment. Rather the fundamental purpose and value of the position must be altered.

Support for Request: *Please attach to this form a one-page statement that sets forth the requested adjustment, outlines the justification for this request and all relevant supporting facts. Based on the reason you indicated above, the statement must cover the following points.*

If the Reason is: **The following points must be addressed:**

- | | | |
|-----|---|---|
| 1.1 | ✓ | Describe and support with data the shifts in the labor market that justify a special salary increase. |
| | ✓ | List all employees in this or similar job classification who have quit for higher paid positions with similar duties. |
| | ✓ | Provide data to support any claim that the University is unable to recruit qualified staff. |
| 1.2 | ✓ | Describe the traditional wage difference between supervisory and non-supervisory positions, the current wage difference, and the reason for the wage compression. |
| 1.3 | ✓ | List those internal positions that you feel are comparable and which is the basis for this request. |
| 1.4 | ✓ | Describe in detail the change in duties that you feel are more complex or represent a significant expansion of responsibilities. Explain the source of these duties; are they the result of new departmental functions or transfer of duties and responsibilities from other staff? If the duties and responsibilities are being transferred from another position, please list the position title and reason for the transfer. |