

Request for Within Range Salary Adjustment for Administrative/Professional Staff
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Name: Last First Middle Employee ID

Department (Organization) Title (Job) Position ID

Current Full-time Monthly Salary Proposed Full-time Monthly Salary Percent Increase

Justification (attach additional sheets if needed):

Supervisor Signature: _____ Date: _____

Administrative Approvals(as required by campus)

Chair/Fiscal Officer Date Dean/Director Date Vice Chnancellor/Provost Date

Chancellor Date President Date

Attach copy of performance evaluation and position description dated within the preceding twelve months.

HR Use Only: _____
Effective Date Signature

Guidelines for Within Range Salary Adjustment

A within range salary adjustment may be used to raise the level of pay of an Administrative/ Professional staff member who has attained additional applicable educational credentials, sustained exemplary job performance, or who has increased job responsibilities that do not warrant reevaluation of the position to a higher job content level.

The purpose of these guidelines is to establish a university decision-making process for such base pay adjustments. These guidelines are established to ensure that the same decision factors and priorities are consistently applied. All requests for a within range salary adjustment must include a copy of the employee's performance evaluation and position description, dated within the preceding twelve months.

Justification for a within range salary adjustment must be submitted, in writing, through administrative channels to the appropriate Vice Chancellor or equivalent. Any request must have at least two levels of administrative approval. No employee will be eligible for more than one within range salary adjustment per fiscal year, except in unusual circumstances with clearly-demonstrated justification. The proposed full-time salary must be within the pay range established for the position through the job content evaluation process.

The effective date of the increase will be the first day of the month following approval by the highest level of administrative approval required.

o Examples that may warrant a salary adjustment include:

- Acquiring a degree or certificate that enhances the employee's capability to do his/her job at a higher level or is of benefit to the department (attach a copy of certificate or an official transcript)

- Recognition of sustained exceptional performance over an extended period of time (cannot be used in conjunction with a merit increase awarded as part of the annual salary increase plan during the current fiscal year)

o Examples that may warrant an adjustment, pending review by Human Resources for proper job content evaluation:

- Job requires significantly broader knowledge, technical depth, administrative and managerial leadership and/or human relations skills

- Job requires more complex decision making and problem solving skills or innovative/creative thinking

- Job involves increased accountability, increased level of independent action or autonomy, or greater impact or consequences of decision made

o Examples that would not warrant a salary adjustment include:

- Acquiring a degree or certificate not relevant to the current position

- Longevity

- Temporary assignment of duties