UNT Non-Classified Professional Research Salary Adjustment Request From

Salary increases funded by sponsored projects are typically built into a proposal budget (if assistance is needed in preparing this component of the proposal, please contact Academic Resources). Actual salary increases from a sponsored project must be consistent with that for all other university personnel and must reflect the level approved by UNT. Outside of university authorized pay increases, changing a position's salary requires advance approval from supervisor, department/division head, Dean, The Office of the Provost, VP of Research, and HR.

This form is to be used for requesting a sponsored project-funded staff/faculty salary adjustment. Submit completed form to The Office of Academic Resources.

Employee's Name:	Empl ID:	Date Appointed to Position:
Job Classification Title:	Position #:	Dept:
Current Salary:	Job Code:	Requested Adjustment:

General Guidelines for Salary Adjustments:

1. Equity/Market/Retention adjustments provide a mechanism for maintaining salary relationships between and among employees and employees who hold similar positions within the university and/or in relevant labor markets.

2. The employee must have worked in the current position for at least six (6) months (this does not include non-vacancy driven progression as defined by Staff Salary Administration Procedures) while maintaining a satisfactory level of job performance and may only receive one salary adjustment in a 12-month period.

3. The amount of any adjustment must be funded by the department/project and is dependent on the availability of department/project funds.

4. Salary increases will take affect the first day of the month following the date of final approval/signatures by all required approvers.

5. Recommendations for salary adjustments must be fully approved prior to notification to an employee and implementation.

Indicate below the type of adjustment being requested:

Merit (Performance-based Increases)

A merit increase is a pay adjustment based on documented employee performance. A merit salary increase may be granted to an employee whose job performance and productivity is consistently above that normally expected or required. A merit increase may be provided when authorized by the university. Texas Government Code specifies that a university may only apply merit increases throughout the agency and may not single out employees to receive a merit salary increase. Merit increases will not be approved outside of a university approved merit cycle.

☐ **Equity Adjustment:** An equity adjustment is a salary adjustment that is made to ensure that an individual's compensation appropriately reflects skills, knowledge, experience and performance as compared to internal peers with similar job classifications. Recommendations for equity adjustments must be approved by the appropriate officials including HR/Provost Office prior to implementation.

☐ **Market Adjustment:** A market adjustment is a salary adjustment made to recognize changes in the competitive external salary market compensation for a job using market pricing processes. A request for a market adjustment may be considered in circumstances such as recruitment, retention, runover, special market circumstances, and changes in job requirements. A request for a market adjustment must include a written justification and must be substantiated by market and/or survey data (ex: CUPA, NIH, or other salary data approved by VPAA and VPRI) if the position is not assigned to the UNT classified pay plan. Recommendations for market adjustments must be approved by the appropriate officials including HR/Academic Resources prior to implementation.

☐ **Retention Adjustment:** Retention adjustments may be determined appropriate to retain critical, key talent and/or highly recruited faculty or staff. Individual retention adjustments may vary based on the circumstances. Requests for a retention adjustment should provide supporting documentation when presented for review. Recommendations for retention adjustments must be approved by the appropriate officials including HR/Academic Resources prior to implementation.

Justification: Provide the rationale for the requested salary adjustment (consider the effect it will have on the individual and on other employees).

Salary Equity Considerations: Management has the responsibility of assuring that equitable salary relationships are maintained as follows:

> Appropriate Salary relationships should be maintained for staff within the same classification or related classifications, taking into consideration distinguishing factors such as performance, skills, and experience. Special care should be exercised to ensure that salary differences are neutral with regard to race, gender, age, national origin, disability, FMLA status, and other categories protected by state and federal law.

Manager Name:	Signature:	Date:
Department Head Name:	Signature:	Date:

HR Compensation/Academic Resources Review Findings (HR Use Only):

☐ Adjustment Amount Requested Complies with Findings	☐ HR Recommendation Different than Requested
Amount Justified by Review: $	HR/Academic Resources Representative:
Date Review Completed:	Signature:
Comments:	

Upon completion of the salary review, Human Resources/Academic Resources will forward the findings to the appropriate Vice President. If approved by the appropriate Vice President, please complete and submit an ePAR attaching this completed form signed by the appropriate Vice President. Requests to increase salary in excess of HR approved rates will also require Presidential approval.

Vice President Approval – If applicable, I have discussed any discrepancies between the department's request and HR's recommendations with Human Resources/Academic Resources:

Vice President	☐ Approved Amount $	☐ Not Approved
Vice President Name:	Signature:	Date:

President Approval – *Required only when Vice President* is the requestor of the adjustment, or Vice President would like to approve a rate that is greater than that approved by HR. If applicable, I have discussed any discrepancies between the Vice President's request and HR/Academic Resource's recommendations with Human Resources/Academic Resources:

President	☐ Approved Amount $	☐ Not Approved
President Name:	Signature:	Date: