

# Request for Salary Grade Evaluation

## Instructions

A supervisor may request to have their subordinate employee's salary grade reviewed by the compensation department within Human Resources, if they believe the employee's job grade is not appropriate - too high or too low - for the employee's job duties.

The supervisor is required to complete this **Request for Salary Grade Evaluation Form** and attach the current job description to the form. If the supervisor has any questions in regards to completing the form, they may call the compensation team in Human Resources for assistance. If the supervisor does not have a current job description, they will need to write one for the employee's job. A [blank job description template](#) can be found on the HR Website, along with a job description questionnaire to aid the supervisor in writing the job description.

***No Request for Salary Grade Evaluation will be processed without a current job description.***

Once the compensation department receives the request and job description, a compensation representative will call the supervisor or manager to discuss the request. The compensation representative will also give the manager a reasonable time frame for the request to be reviewed.

Once reviewed, the compensation representative will recommend one of the following actions:

- o The position should be re-classified into a higher pay range and **may** recommend a new - higher - salary for the incumbent employee;
- o The position should be re-classified into a lower pay range and **may** recommend a new - lower - salary for the incumbent employee;
- o The position does not need reclassification - *however* - the current incumbent in the position may require an in-grade salary adjustment, due to the incumbent's position in range. The compensation department will recommend the new salary.
- o The position does not need reclassification and no salary action is required for the incumbent employee; employee pay should be dictated through the merit program.

The compensation department will review its findings with the supervisor and, if appropriate, the HR Partner.

If a salary or grade change is required, the compensation department will facilitate the process with the supervisor.



# Request For Salary Grade Evaluation

Date

Job Title of position to be evaluated

Current Salary Grade

Name of Employee(s) in job classification

Employee(s) current base pay

Supervisor Requesting Evaluation

Supervisor Job Title

Supervisor Telephone Number

Department/College Name

Reason for Evaluation Request

## HR USE ONLY

Job description included with request:  Yes  No

Evaluator Name

Salary Grade Recommendation

Salary Surveys Utilized

Reasons for Salary Grade Recommendation

Notified Supervisor Date

Comments