



## COMPENSATION ADJUSTMENT REQUEST FORM GUIDELINES

The attached form shall be used when requesting an adjustment in staff pay that exceeds staff pay guidelines as established on the OSU-Stillwater campus. For the purpose of this form, staff positions include all full-time and part-time positions; temporary and student positions are not included in this process. The compensation adjustment review process facilitated by this form culminates in the review and final approval by the appropriate Vice President and Assistant Vice President/Chief Human Resources Officer, and in many cases requires approval by the Senior Vice President of Administration and Finance.

Please note that neither final offer nor Employment Personnel Action Form (EPAF), should be submitted prior to the final review and approval of the Senior Vice President of Administration and Finance. Failure to obtain all approvals may result in delay of action and possibly denial of the request.

### When is the form required?

Additional review is required for the following reasons:

- New hire whose rate of offer exceeds the maximum of the position's established hiring range
- Transfer or Promotion to another campus position with a pay rate exceeding the maximum of the position's established hiring range
- Demonstrated proficiency increase (DPI) ranging from 5.01-9.99% within a fiscal year
- Demonstrated proficiency increase of 10% or above, individually or cumulatively, within a fiscal year. This includes all increases (90-day increases, incentive plans increases, etc.) with the exception of performance-based compensation program increases (a.k.a. merit raise program)
- Equity adjustment of 10% or above
- Promotion within a career development plan that exceeds the maximum increase stated within the approved plan.
- Position retitle and/or reclassification and subsequent pay adjustment of 10% or above
- Any base pay adjustments resulting in an increase of 10% or above within the fiscal year either individually or on a cumulative basis (could be a combination of the above within a fiscal year)
- One-time payments to staff exceeding \$750 gross within a fiscal year

### How is the form completed?

The form is initiated by the requesting department in accordance with college/division guidelines

## Section 1: Employee Information

- Employee Name: Enter last, first, and middle initial. For current OSU employees, this should match that on the HR Information System.
- CWID: Campus-wide ID number. This field is required only for current OSU employees.
- Current Position Title: Current position title as shown in HR Information System.
- Proposed Position Title: Proposed position title as shown in HR Information System.
- Current Dept and Division: Current department (org) and college/division name as shown in HR Information System.
- Proposed Dept and Division: Proposed department (org) and college/division name as shown in HR Information System.
- Today's Date
- Original Date of Hire: Original date of hire into a continuous, regular position within the OSU-System as indicated on the HR Information System.
- Last Review Score: Please provide the most current performance review score for current OSU employees. If the adjustment request occurs due to promotion/transfer from one department to another, this field is not required.
- Date of Last Review: Please provide the corresponding review date for the Performance Review Score entry. If the adjustment request occurs due to promotion/transfer from one department to another, this field is not required.
- Percent of Last Increase: Please provide the percentage of the last increase received by the individual if they are a current OSU employee. If the adjustment request occurs due to promotion/transfer from one department to another, this field is not required.
- Date of Last Increase: Please provide corresponding date for the Percent Last Increase entry. If the adjustment request occurs due to promotion/transfer from one department to another, this field is not required.

## Section 2: Adjustment Information

Please select the appropriate reason for adjustment:

- New Hire Above Range: Required for any new hire for which a proposal of salary/wage exceeds the maximum of the hiring range established for the position.
- Internal Transfer/Promotion Above Range: Required for any current employee who upon being transferred or promoted to another campus position is intended to receive an increase in pay that exceeds the maximum of the position's established hiring range.
- Equity Adjustment: Required for any pay adjustment of 10% or above which is precipitated by a formal equity study conducted by Human Resources at the request of the appropriate Vice President.
- CDP Advancement: Required for any pay adjustment associated with a Career Development Plan advancement that falls outside of, or exceeds, the increase guidelines specified in the approved Career Development Plan.

- Demonstrated Proficiency Increase: Required for any current OSU employee who receives a DPI exceeding 5% within the fiscal year. (See section below on *Guidelines regarding what signatures are needed and when* for clarification)
- Incentive Plan Increase: Required for any pay adjustment of 10% or above introduced by completion of a degree, certification, training or other credentialing program for which the division has an approved incentive plan in place.
- One-Time Payment: Required for any one-time payments exceeding \$750 gross within a fiscal year.
- Position Review/Reclassification: Required for any pay adjustment of 10% or above introduced by the retitling or reclassification of a position reviewed and recommended by University Human Resources.
- Other: Required for any pay adjustment that does not fall under one of the previously indicated reasons.

Please indicate the requisition ReqID if position was posted in the Talent Acquisition system.

Please provide the rationale/details for the pay adjustment. Administrators may attach supporting documentation such as performance reviews, job descriptions, hiring range sheets provided by Human Resources, career development plans or other corresponding documentation which provides more information related to the requested adjustment. Please do not allow the form to flow to a second page; if more space is needed, attach the documents on a separate page. The Compensation Adjustment Request Form with signatures must be on one page, signatures can't be a stand-alone page.

### Section 3: Adjustment Details

Please provide the current and proposed annual salary for the individual. Please calculate the proposed percentage increase and provide the requested effective date of the increase. Effective dates may not be retroactive and should be following the date of approval. Also, please provide the official hiring range associated with the position.

Please also indicate if a 90-day demonstrated proficiency increase is expected and list the potential salary following the DPI.

### Section 4: Market and Equity Review (UNIVERSITY HUMAN RESOURCES USE ONLY)

To be completed by Human Resources, this section provides a summary of market and internal equity review based upon the details of the request. Signature by the HR Reviewer and date of analysis are required. This is typically completed upon receipt by Human Resources prior to routing for signature by the Assistant Vice President/Chief Human Resources Officer.

## Section 5: Signatures

Please refer to college/division guidelines for routing of approvals as some areas may wish to provide additional guidance in this area.

### Signatures:

- Supervisor/Department Head: Unit Administrator requesting adjustment, as appropriate.
- Department VP/Dean: Required
- Provost: Required for all staff positions in academic units
- Assistant Vice President/Chief HR Officer: Required
- Sr. VP of Administration and Finance: Required final approval (*some exceptions apply as explained below*)

### Guidelines regarding what signatures are needed and when:

- Departments have flexibility to provide demonstrated proficiency increases up to 5% without approval from HR. However, College/Division approval may be required.
- Departments providing demonstrated proficiency increases that exceed 5% up to 9.99% require approval from the appropriate Vice President/Provost and the AVP/Chief HR Officer.
- Departments providing increases of 10% or above, either individually or cumulatively within a fiscal year (i.e., DPIs, equity reviews, reclassifications, CDP advancement, incentive plans, etc.) will require review and approval from the appropriate Vice President/Provost, AVP/Chief HR Officer, and the Senior Vice President of Administration and Finance.
- Offers made to candidates at a rate that exceeds the maximum of the established hiring range will require approval from the appropriate Vice President/Provost, AVP/Chief HR Officer, and the Senior Vice President of Administration and Finance.
- One-time pay adjustments exceeding \$750 gross within a fiscal year require approval from the appropriate Vice President/Provost, AVP/Chief HR Officer, and the Senior Vice President of Administration and Finance.

Questions regarding this form and/or actions in play should be directed to HR Consulting Services, 405.744.5449. This process does not address faculty pay. For questions regarding faculty pay, please contact the appropriate dean's office or the Office of the Sr. Vice President and Provost.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time