

Compensation Adjustment 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 Senior Vice President of Administration and Finance.

Please note that neither final offer nor Employment Action form 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 base pay adjustments of current OSU staff which exceed 10% or above within the fiscal year either individually or on a cumulative basis. Additional review is also required when a unit administrator hires an external candidate at a rate that exceeds the maximum of the established hiring range. Other examples of required review are as follows.

- Adjustment to base pay
 - Promotion to another campus position with a pay increase of 10% or above
 - Demonstrated proficiency increase ranging from 5.1 – 9.9% within a fiscal year require approval from the area VP and the AVP of Human Resources
 - Demonstrated proficiency increase exceeding 10%, individually or cumulatively, within a fiscal year require approval from the area VP, AVP of HR and Sr. VP Admin & Finance. This includes all increases (90-day increases, incentive plan 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 of 10% or above
 - Position reclassification and subsequent pay adjustment of 10% or above
 - Promotions or internal transfer to another campus position, with a pay increase of 10% or above (including temporary positions)
- One-time payments
 - One-time payments to staff exceeding \$750 gross within fiscal year

How is the form completed?

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

Section 1: Employee Information

- Employee Name: Last, First and Middle Initial. For current OSU employees, this should match that on the HR Information System.
- Campus-Wide ID: This field is required only for current OSU employees.

- **Today's Date:** Date of request. Should be different than the requested effective date of the action.
- **Original Date of Hire:** Original date of hire into a continuous, regular position within the OSU-System as indicated on the HR Information System.
- **Current Position Title and Department:** Current position title and department name as shown in HR Information System
- **Proposed Position Title and Department:** Proposed position title and department name as shown in HR Information System. If the requested adjustment is due to reclassification and/or promotion, please provide the proposed HRS title as well.
- **Last Performance 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 Last Review:** Please provide the corresponding review date for the of Performance Review Score entry. If the adjustment request occurs due to promotion/transfer from one department to another, this field is not required.
- **Percent Last Increase:** Please provide the percentage of the last increase received by the individual if s/he is 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 the Range:** Required for any new hire (current OSU employee or external hire) for which a proposal of salary/wage exceeds the maximum of the hiring range established for the position.
- **Internal Transfer:** Required for any current employee who upon being transferred to another campus position is intended to receive a 10% or greater increase in pay from his/her current rate of pay.
- **Equity Adjustment:** Required for any pay adjustment of 10% or greater which is precipitated by a formal equity study conducted by Human Resources at the request of the appropriate Vice President.
- **Position Reclassification:** Required for any pay adjustment of 10% or greater precipitated by a reclassification of the position.
- **Promotion:** Required for any current OSU employee (including temporary positions) who upon receiving a promotion is intended to receive an increase in pay of 10% or greater.
- **Demonstrated Proficiency Increase:** Required for any current OSU employee who receives a rate increase of 10% or greater either individually or cumulatively within the fiscal year.

Includes increases for incentive plans, internal transfers and successful completion of 90-day orientation period.

90-Day DPI Approval: For use with new hires and promotions. If the unit administrator intends upon providing a demonstrated proficiency increase of up to 5% at the successful completion of the 90-day orientation period for a new hire or promotion, please indicate so on the form.

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 form with signatures must be on one page, signatures can't be on 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. Also, please provide the official hiring range associated with the position.

Section 4: Market and Equity Review (HR 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 at the time the request is provided to HR for signature by the AVP/Chief HR 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 areas
- Chief HR Officer: Required
Please route to the attention of Jimmie Feher, 106A Whitehurst.
- Sr. VP of Administration and Finance: Required final approval

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 signature requirements may apply.

- Departments providing increases that exceed 5% up to 9.99% require approval from the appropriate Vice President/Provost.
- Offers made to external candidates at a rate that exceeds the maximum of the established hiring range will require approval from the appropriate Vice President/Provost, Human Resources and the Senior Vice President of Administration and Finance.
- Departments providing increases that exceed 10% or above (i.e., internal transfers, demonstrated proficiency increases, etc.) will require review and approval from the appropriate Vice President/Provost, Human Resources and the Senior Vice President of Administration and Finance.

Questions regarding this form and/or actions in pay should be forwarded to HR Partner Services, 405.744.7401. 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.