

SALARY REVIEW PROCESS

PROCESS GUIDANCE

1. Proposed increases **should not** be discussed with the employee until the approval process is complete
2. Employees **should not** submit and approve salary exception forms for their managers/supervisors
3. Salary Exception Forms (must be signed by the appropriate approvers based on the approval process listed below)

APPROVAL PROCESS

- Salary increases (promotions, adjustments & reclassifications) that are **above 10%** require a salary review form and the approval of the CUHR Business Partner and Departmental approval
- Increases **above 20%** are submitted to CUHR Client Services and will require the approval Compensation, the VP Human Resources, and the signature of the School Dean or Top Departmental Administrator

INFORMATION

Please follow the approval process and provide the following information to the designated central approver.

Increase Type	Required Documents/Information (where applicable)
Pay adjustments	Rationale for increase, all “Additional Compensation” the employee has received in the past 12 months
Promotion (New role)	Rationale for increase, job description (number of direct reports and budgetary responsibilities if applicable, Organizational Chart (including grades of the employees), all “Additional Compensation” the employee has received in the past 12 months, and employee information for the previous incumbent if applicable or other comparables in the department or University if known
Promotion (Upgrade)	Rationale for increase, old and new job description (number of direct reports and budgetary responsibilities if applicable, Organizational Charts – old and new (including grades of the employees, and All “Additional Compensation” the employee has received in the past 12 months

ADDITIONAL INFORMATION

- Only employees who have completed **one year of service** in their current position may apply and be considered for a posted job opportunity at the University
- New salary recommendations should not be below the new grade minimum or above the grade maximum
- Provide a copy of the “Offer Letter” if the proposed increase is based on a counter offer