# SALARY/BONUS EXCEPTION REVIEW FORM

## Information about the Employee, their Current Salary, and the Proposed Salary Change and/or Bonus Payment:

<table>
<thead>
<tr>
<th>Current Employee Information</th>
<th>Proposed Salary Information</th>
<th>Proposed Bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID#</td>
<td>Univ Service Date</td>
<td>Yrs of Position</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

On the line below, fill in all Current Employee Information, and the Proposed Salary and/or Bonus:

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

## OTHER REQUIRED INFORMATION:

**Detail salary increases, bonuses, or additional compensation the employee has received in the past 12 months:**

(If exception is for 7/1 salary or year-end bonus, include any 7/1 salary increase or bonus paid in the prior year)


## For salary increases, provide the salary range (lowest and highest salaries) and average salary for: (1) all other staff in the same position; and (2) all staff in the same grade:


## Provide a "Business Rationale" to explain the exceptional salary increase or bonus (see form Guidelines for more information):


## Departmental Signatures:

**Dept Administrator/Top Dept HR Manager Signature:**

[ ]

**Date:** / /

**For salary increases, promotional increases per grade, and bonuses that equal or exceed 20% of current salary:**

**School Dean or Top Dept Administrator Signature:**

[ ]

**Date:** / /

## CUHR Approval:

**CUHR Client Manager:**

[ ]

**Date:** / /