

## 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 excluded from this process*. The compensation adjustment review process facilitated by this form culminates in the review and final approval by the 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 Vice President of Administration and Finance. Failure to obtain all approvals may result in delay of action and possible denial of the request.

### When is the form required?

Additional review is required for base pay adjustments of current OSU staff which exceed 10% within the fiscal year. 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 or internal transfer to another campus position with a pay increase of 10% or above
  - 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
  - Demonstrated proficiency increase ranging from 5.1 – 9.9% within a fiscal year require approval from the appropriate VP/Provost and the AVP of Human Resources (*demonstrated proficiency increase up to 5% in a fiscal year must follow proper approval guidelines within the College or Division*)
  - Demonstrated proficiency increase exceeding 10% within a fiscal year require approval from the appropriate VP/Provost, AVP of HR and VP of Administration & Finance
- 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 HRS.
- Campus-Wide ID: This field is required only for current OSU employees.

- Department: Please identify the department (by name and department number) requesting the adjustment.
- Position Title:
  - Current HRS title: Current position title as shown in HRS (please contact HR if assistance is needed in verifying information).
  - Proposed HRS title: If the requested adjustment is due to internal transfer, reclassification and/or promotion, please provide the proposed HRS title as well.
- 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.
- Review Date: 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.
- Classification: Please note whether the current HRS title is exempt or nonexempt pursuant to the Fair Labor Standards Act. If you are unsure, please contact your HR Partner for assistance.
- 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 full-time or part-time OSU staff employee who upon receiving a promotion is intended to receive an increase in pay of 10% or greater.
- DPI: Required for any demonstrated proficiency increase equal to 5.1% or greater.

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 documents on a separate page. The compensation adjustment form with signatures must be on one page, signatures cannot be on a standalone 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. (Please contact HR if assistance is needed in verifying current salary information)

### **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 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.

Guidelines regarding what signatures are needed and when:

- Promotion or internal transfer to another campus position, equity adjustments, promotion within a career development plan, position reclassification and subsequent pay adjustment and demonstrated proficiency increases of 10% or above require the approval from the appropriate VP/Provost, AVP of Human Resources and VP of Administration & Finance
- Demonstrated proficiency increase ranging from 5.1 – 9.9% within a fiscal year require approval from the appropriate VP/Provost and the AVP of Human Resources (demonstrated proficiency increase up to 5% in a fiscal year must follow proper approval guidelines within the College or Division)

**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.**