

SALARY/BONUS EXCEPTION REVIEW FORM

SAMPLE

| | | | | | |
|-------------------------|---------------------------------------------|---------------------|-----|-------------------------------------------------|------------------------|
| Department Name: | Human Resources | Admin Dpt #: | 012 | Type of Exception: | Effective Date: |
| Employee Name: | Smith, John <small>(Last, First)</small> | | | <input checked="" type="checkbox"/> Salary Incr | 7/1/08 |
| | | | | <input type="checkbox"/> Promotional Sal Incr | / / |
| | | | | <input type="checkbox"/> Bonus | / / |

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

| Current Employee Information | | | | | | | Proposed Salary Information | | | | Proposed Bonus | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|------------------|---------------|---------------|-------------------|-----------------------------|--------------|--------------|-------------|----------------|---------------------------|
| Univ Empl ID# | Service Date | Yrs of Srcv | Position Date | Yrs in Pos | Curr Grade | Current Salary | New Salary | New Grade | \$ Change | % Change | Bonus | % of Current Salary |
| On the line below, in unshaded cells only, fill in all Current Employee Information, and the Proposed Salary and/or Bonus (information in shaded cells will automatically be generated) | | | | | | | | | | | | |
| 87654321 | 3/1/98 | 10.1 | 2/22/04 | 4.1 | 012 | \$60,000 | \$69,000 | 012 | \$9,000 | 15.00% | \$0 | 0.00% |

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)

\$2,600 merit increase received 7/1/07.

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:

Lowest salary = \$69,000; Highest salary = \$83,000; Average salary for staff in same position = \$76,000; Average salary for staff in same grade = \$74,500.

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

The Human Resources department is proposing a 15% annual merit increase for John Smith, a grade 12 Senior Analyst. The proposed percentage reflects a \$9,000 increase in his salary, from \$60K to \$69K, and will place John just below the midpoint range for his grade (\$70,868). There are six other individuals at the same grade level performing similar functions to John and the average salary of this group is \$76K, with the lowest salary at \$69K and the highest salary at \$83K. During the last 12 months, John received a 4% annual merit increase of \$2,600 on 7/1/07, bringing him to the \$60K current salary.

John is a 10-year employee with the University and has been in his current role for 4 years. He is a high performer who has consistently exceeded his performance objectives. He is a collaborative team player who demonstrates leadership qualities and is well respected by his peers and management. He is a key contributor to the delivery of quality service in HR operations.

John's current salary is low compared to the other staff performing similar work in the department. Given his performance, we recommend this salary increase to recognize his contributions and create reasonable internal salary equity within his functional group.

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: / /