

Reset Form

Banner ID # :		Employee Name:		Position #:						
PROPOSED WORKING TITLE		CURRENT ANNUAL SALARY/HOURLY RATE		LAST INCREASE WHEN/WHY?						
<p>Verification of performance from the supervisor:</p> <p style="padding-left: 20px;">This employee IS NOT currently on a PIP, & has satisfactory (meets expectations) on last performance review</p> <p style="padding-left: 20px;">This employee IS on a PIP or had a did not meet on the last performance review</p>										
<p>What do you think is the current market rate for this role? Please cite your source(s).</p>										
<p>Why is this action being requested? Provide a general justification statement: Refer to Classification/Compensation guide for information.</p>										
<p>Relevant training, certification, license, etc.: List specialized courses of instruction, certification, licensure recently acquired by the employee. How do they apply to the current job assignment?</p>										
<p>Relevant work experience: Summarize employee's work experience and current credentials that support the request.</p>										
<p>Are there comparable positions that perform the same type of work that would assist in classifying this position? If so, please provide position details, position number, dept., etc. If not, why is this position unique to your department?</p>										
<p>Is the scope outside of your department? Identify and provide explanation.</p> <p>Statewide:</p> <p>University:</p> <p>School/Division:</p>										
<p>List the number of employees, by type of position, that the employee supervises:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">None</td> <td style="width: 15%;">Students</td> <td style="width: 15%;">Hourly</td> <td style="width: 15%;">Non-Exempt Operational/Classified</td> <td style="width: 15%;">Exempt - Operational/ Professional</td> </tr> </table>						None	Students	Hourly	Non-Exempt Operational/Classified	Exempt - Operational/ Professional
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