



Department Responsibility

1. With department-level approval, a supervisor, manager, or an authorized designee submit a written request for action, including a wage or salary change, directly to the human resources department. Requests may be submitted via email, memorandum, or any hard copy (or electronic) form preferred by the department.
2. Management shall ensure requests include all relevant information, including:
 - i. Covered employee name(s);
 - ii. Position job titles;
 - iii. Department name;
 - iv. Pay level (current and, when applicable, proposed);
 - v. Current rate(s) of pay;
 - vi. Requested rate(s) of pay;
 - vii. Type of action;
 - viii. Department approval;
 - ix. Budget approval;
 - x. Summary of business request and justification;
 - xi. Summary of employee's relevant skillset, experience, etc.; and,
 - xii. Other information deemed pertinent or necessary to justify the request.
- 3.

Human Resources Responsibility

1. An assigned human resource consultant reviews and checks information included in each action request, as submitted by a department.
2. An assigned human resources consultant completes and ensures all relevant information is included in a [salary action request form](#).
3. In addition to the information received from the department, human resources consultant shall add:
 - i. Consultant's recommendation;
 - ii. Comp-ratio;
 - iii. Impacts, concerns, or other relevant information necessary to support HR's recommendation.
4. Action request is submitted for review and approval

Current References:

[Salary Action Request Form](#)

Approved and passed this 31st date of December, 2016