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\$G GAR DO 6 N O V . Q R O H G H , Q F U H H S V D D I Q F D V I P D \ E H J D Q Q Z K I D Q P S R \ H J D Q V D G U R Q D V O N Y D Q R B E U N Q R B Z J I G U L F W U H D M G V R W H R E V X F I X V F R S O M R C R I D G H U H F H M L E D V R Q R U D V S H I L E N R E U H D M G F R X H R I W D Q Q J Documentation is required in order to process this request. See Pay Practices Guide for standard percentage amounts.
5 H F O D L F M R Q , Q E H D \$ V D D I Q F D V I P D \ E H J D Q Q Z K I D Q P S R \ H J D Q V D G U R Q D V O N Y D Q R B E U N Q R B Z J I G U L F W U H D M G V R W H R E V X F I X V F R S O M R C R I D G H U H F H M L E D V R Q R U D V S H I L E N R E U H D M G F R X H R I W D Q Q J A request for reclassification must be submitted and approved by HR in order to process this request.
3 H U R U P D Q H Q E H D V H Q H D O S H R P D Q F I F E D V H D I U K D G E W U R K K H P S R H H O D Q D H P H Q V H U R P D Q H 6 \ V H F (3 0 6 2 W H W S M R I S H R U P D Q F O H F D M H D U F R Q I G H G R Q I Q Y L G B E D I V D Q O H X H G M L O G M W L F M R Q
5 H D R F O U R V Q Q E H D H V \$ V D D I Q F D V I P D \ E H J D Q Q Z K I D Q P S R \ H J D Q V D G U R Q D V O N Y D Q R B E U N Q R B Z J I G U L F W U H D M G V R W H R E V X F I X V F R S O M R C R I D G H U H F H M L E D V R Q R U D V S H I L E N R E U H D M G F R X H R I W D Q Q J G X W R J U D I D I Q D F O K D I E / 8 S R Q H D F V R Q B P S R H H V V D I O X V I Q F D M W R D V D V M H P I Q P X P R I W H Q B E D D Q G W H P S R H P D U F I Y H X S R W Q R W H F H G M H P D I P X P U D M R M H Q B E D Q
7 H P S R U D I D I Q D \ , Q E H D H V \$ W P S R U V V D U D Q W H Q V R U P S R H H V I Q S I P D Q E S R V R Q & W F R W D Q H V D F A D \ Z D W U V X F O K S U Y D O H F R Y D H I R I S R W R L Q D F E H Q R U L Q M V H R I D Q H W Q G G S H U R G P H X V X O D R Q H U V D Q G D \ V 7 H P S R U V D I D I Q D \ Q W H Q V D U G I R D G H G V E D W H D U D Q I Q D Q M P D I V I D Z K I W H Q H G Q R Q H U H I V W 7 K V I Q E H D V H I V X V X O D ±
5 H W I R O Q Q E H H D H V \$ V D D I Q F D M P I D E H J U D M Q Z K I D Q P S R \ H K D V E I R D I G H R E I I R U I R P D Q M R H P S R H U H V H Z I M Q R U R X M G H R I V D M U R Y O P H Q W D Q B Q D J E F Z I V K V R U H D Q W H V E H R I M L V H P S R \ H I Q K V K I H F X U H Q S R V R L Q , Q F D M P D \ E H X S R Q R W H F H G M H P D I P X P U D M R M H E D Q D Q B Q P S R \ H F D Q Q O F I Y H R Q H M Q I R Q I Q E H D V S I H A H D U A job offer letter must be submitted to HR in order to process this request.
3 U R R M R Q , Q E H D H V 8 S R Q U P P M R Q P R Y H Q W R D K I L K H S D E D Q W H P S R H H V V D I O X D O E H C F E D V G H R D V D D V M H P I Q R X P U D M R M H S D E D Q R M H F I V W R Z K I F K S U P P M G D Q R D \ E H Q E H D V E I X S R R I K V K I H D I R U R W H P I G S I Q W H H Q B S D E D Q R R H F H G M H P D I P X P U D M R M H Q B S D E D Q
5 H P R Y O R I \$ G G A R Q O X M V 6 K R X G D G V R Q O R E G X H V R U H V S R / B O M V Z K I F K V V I W H G D O G U R Q D V O E G X H W R U U H V S R / B O M V I Q F E D V E H U P R Y G H U R P D Q P S R H H Z I M Q M I P R Q V I W H G I M V D M V H V D U I Q E H D V Z I D V Z I G B R I S U R U W R W H Q G I B W D O H R G M H V D O P R D \ E H U G X I G E \ X S R W H D P R Q W D G U R Q O R E G X H V R U H V S R / B O M V I Q E H D V H
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6 S H F D O 6 D O U \ , Q E H D \$ Q I Q F E D V R I X M H K H S U P R Q R I W H S D S O Q 7 K V W S H R I V D O D R R Q X V W H D S U B Y G E \ + X P D G H V R X U F U H F M U L F U F R W D Q F Z I D U D Q W X K F S U R O Y D

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7 K V I R U P V K R O E H V I Q B E \ W H H S D R U H V H D G D ' Q H S D R U H V O I F H U H V G E W U S U R R V D M Q Z I O E H F R Q W H G D U H F R P H Q G A R Q U R P H D F R X P D G H V R X U V R B S U R V W K H U H T X V M G V D O D D F R A Q

7 K V I R U P W R X O E H I R U Z U I G V R + X P D Q 5 H V R X U F V H R U U Y I F Z D G G F R M G H U V R Q 7 K H ' H S D U R H Q W H D G Z I O E H D G Y L H G R I W H W D M V R I W H U F X H W , I W L V I R U P U V K O V I Q W H 6 D O U \ Q F U D M H ' H F U D M H R I D Q H P S R A H H V V D O U \ S U S H U Q R M L F M R Q Z I O E H V H Q V R W H H P S R A H H D V Z H O D V D Q X S G D M G S R M V R Q G M F I S U R Q I I U F X U G I

THE CITADEL REQUEST FOR SALARY INCREASE / DECREASE

I. REQUESTING DEPARTMENT

Select Appropriate Action: Salary Increase Salary Decrease

Type of Salary Change:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Additional Duties Increase | <input type="checkbox"/> Performance Increase | <input type="checkbox"/> Retention Increase | <input type="checkbox"/> Performance Decrease |
| <input type="checkbox"/> Additional Skills Increase | <input type="checkbox"/> Reallocation Increase | <input type="checkbox"/> Promotion Increase | <input type="checkbox"/> Recl. Decrease or Demotion |
| <input type="checkbox"/> Reclassification Increase | <input type="checkbox"/> Temporary Salary Increase | <input type="checkbox"/> Removal of Additional Duties | <input type="checkbox"/> Special Salary Increase |

Justification:

Employee's Name:

Position Number:

Department:

Classification Title:

Proposed New Salary:

Supervisor

Date

Department Head

Date

Department Vice President or Provost

Date

II. HUMAN RESOURCES

Employee's Current Salary:

Class Code/Band:

% of Requested Salary Adjustment:

Citadel Average Salary:

State Average Salary:

Market Salary:

Current Funded Amount:

Approved Salary of \$ _____

Effective Date: _____

Comments:

Human Resources Director or Manager

Date

III. FINANCE DEPARTMENT

Approved Funding of \$ _____

Comments:

VP Finance or Budget Director

Date