



Movement in the Range Salary Increase Request

Employee Name:	Employee Title:
Employee Hire Date:	Employee Position Effective Date:
Current Salary:	

Instructions

Position Supervisor completes this request form, obtains approval from your Leadership Team member and submit it to the Chief People Officer.

The Chief People Officer will follow-up with information on next steps.

Request

Requested Salary:	Requested effective date of new salary:
Increase Percentage:	Increase Amount:
Request Submitted By:	Request Date:

Justification for Movement in the Range Increase. (If the salary increase is approved, please include the plan to ensure your department/division will still remain within budget)

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☐ Supervisor signature: Click here to enter text.

Date: Click here to enter text.

☐ LT Signature: Click here to enter text.

Date: Click here to enter text.

PAY RANGE	Lower range	Midpoint range	Upper range
EXPERIENCE	New to position.	Possesses strong experience from within or outside the organization.	Has significant experience and understanding of UUSA's unique systems, processes and purposes.
SKILL AND PERFORMANCE	Solid, but still developing; room to grow.	Consistent performer who has sustained record of performance; has consistently demonstrated required skills for position.	Has long and sustained record of superior performance; level of skill has developed to the point it would be difficult to replace.
KNOWLEDGE	Sufficient; likely requires a bit more guidance.	Strong grasp of all job requirements and organization processes; operates independently in accord with the job's responsibilities.	Deep knowledge of job requirements and organization processes; has a consistent record of operating independently and managing responsibilities without a lot of oversight.