## SPECIAL PAY INCREASE REQUEST FOR
### ADMINISTRATION AND STAFF
#### General Form

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID #</th>
<th>College/Division</th>
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<tr>
<th>Organizational Unit</th>
<th>Account #</th>
<th>Current Class Title</th>
<th>Position #</th>
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**Beginning Date of Increase:** _______________  **End Date of Temporary SPI:** _______________

**Current Biweekly Base Salary:** $____________ (minus salary additives)

**Amount of Biweekly Increase** $____________  **% of Current Biweekly Salary:** ___________

**New Biweekly Salary:** $____________  **New Annual Salary:** $____________

Please check below and provide the documentation specified in the procedure (Exhibit SPI.3):

- [ ] Increased Duties
  - [ ] Permanent
  - [ ] Temporary
- [ ] Counter-Offer
- [ ] Retention of Employee*
- [ ] Salary Inequity*/Compression*
- [ ] Market Adjustment*
- [ ] Delayed Salary Increase (more than 12 months after hire or promotion action)

<table>
<thead>
<tr>
<th>Initiator Name (Print)</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
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_(_) __________________ (____)_______________________

**Recommended/Approved**  **Not Recommended/Disapproved**  **Signature of VP/Provost or Designee**  **Date**

__(____)______(____)__________________________

**Recommended**  **Not Recommended**  **Signature of Assoc. VP for HR (or Designee)**  **Date**

_(____)_____(____)_____________________________

*If the requested increase exceeds 20% of the employee’s base rate of pay for retention, salary inequity/compression, or market adjustment, the following additional approvals are required:

_(____)_____(____)_____________________________

**Recommended**  **Not Recommended**  **Signature of Assoc. VP for HR (or Designee)**  **Date**

_(____)_____(____)_____________________________
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<tr>
<th>Approved</th>
<th>Disapproved</th>
<th>Signature of Executive VP (or Designee)</th>
<th>Date</th>
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Division of Human Resources
Special Pay Increase Request for Administration & Staff

Questions (813) 974-2970
Classification & Compensation/Compensation
Rev. 10/2002