

In-Range Salary Increase

An in-range salary increase is given to recognize an employee for meaningful increased duties and responsibilities in the current job classification (without a change in classification level and/or salary range). To be considered for an in-range salary increase, an employee must have completed the introductory period in the current position.

An in-range salary increase should not exceed the annual salary increase guidelines and is subject to school/division/department internal protocol. No more than one in-range salary increase may be given within a 12 month period. An in-range salary increase does not change the staff member's annual salary review date.

Note: If an in-range salary increase has been previously given to the employee for the same position, please consult with your Divisional Human Resources Office before giving another in-range salary increase. A job classification review may be in order.

Employee Name:	SSN:	
Job Title:	Department:	
Date in Position:	Introductory Period End Date:	
Role:	Level:	Salary Range Code:

Current Actual Salary:	Current FTE Salary:	Standard Hours/Week:
Percent of In-Range Salary Increase:		In-Range Salary Increase Amount:
New Actual Salary:	New FTE Salary:	Effective Date:

Please indicate the reason(s) for the employee's increased duties and responsibilities. Check all that applies.

- Department re-organization
- New or expanded program and/or service
- New or expanded regulatory requirement

Please describe the employee's additional duties and responsibilities. Also, please note the duties and responsibilities that the employee will not longer be performing.

Requested by: (Indicate Name & Job Title)	Date:
Approved by:	Date:

The original copy of this completed In-Range Salary Increase Form must be sent to the Divisional Human Resources Office.