

Salary Adjustment Compilation

Employment History

Date hired: _____

Previous promotions:

From: _____ to: _____ on: _____
 From: _____ to: _____ on: _____
 From: _____ to: _____ on: _____
 From: _____ to: _____ on: _____

Previous salary adjustments:

From \$ _____ to \$ _____ (_____ % increase) on: _____
 From \$ _____ to \$ _____ (_____ % increase) on: _____
 From \$ _____ to \$ _____ (_____ % increase) on: _____
 From \$ _____ to \$ _____ (_____ % increase) on: _____
 From \$ _____ to \$ _____ (_____ % increase) on: _____

Comments: _____

Salary Review

Salary range for position: \$ _____ to \$ _____

Current salary: \$ _____

Current place in salary range:
 [] low [] low-mid [] mid [] high-mid [] high

Points from general criteria: _____

Points from position-specific criteria: _____
 multiply x 2 = _____

Place in grade adjustment:
 Add 10 points for "low", 5 points for "low-mid", 0 for "mid,"
 subtract 5 points for "high-mid," 10 points for "high." _____

Subjective factor (± points): _____

Total points: _____

Salary adjustment guidelines:*
 85 + pts: inflation 3% + performance 7% = 10% increase.
 75/84 pts: inflation 3% + performance 5% = 8% increase.
 65/74 pts: inflation 3% + performance 3% = 6% increase.
 55/64 pts: inflation 3% + performance 2% = 5% increase.
 45/54 pts: inflation 3% + performance 1% = 4% increase.
 35/44 pts: inflation 3% + performance 0% = 3% increase.
 25/34 pts: inflation 2% + performance 0% = 2% increase.
 <25 points: no increase

Current salary: \$ _____
 x _____ % increase = \$ _____

Billable hourly pay: (annual \$ ÷ 1920) \$ _____

Can employee's time be billed out at 3+ times this rate?
 [] Yes [] No**

Date to take effect: _____

*Based on 3% inflation rate. Adjust as economic conditions require.
 **Recompute raise until possible, or raise hourly fee charged for employee's time.

Summary

Supervisor's comments : _____

Employee's reaction: _____

(Attach additional sheets if necessary.)