

## College of Forestry Request for Pay Increase

Please complete this form to request additional base pay increases for merit, external market, internal equity, or retention adjustments. Please attach appropriate supporting documents for the requested adjustment as outlined in the attached instructions for completion.

Department/Unit: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Date of Last Pay Adjustment: \_\_\_\_\_

Current Full-time Annual Salary: \_\_\_\_\_ Proposed Full-time Annual Salary: \_\_\_\_\_

Requested Increase %: \_\_\_\_\_ Funding Source(s): \_\_\_\_\_

Requested Eff. Date: \_\_\_\_\_

Reason:

Merit       External Market Adjustment       Internal Equity       Retention

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Lead/Dept Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Office Approval  
Adrienne Wonhof (*for Tom DeLuca*)

\_\_\_\_\_  
Date

## Procedure:

1. Complete the Request for Pay Increases form and attach all supporting documentation as appropriate for the type of adjustment requested.
2. Obtain necessary signatures from the College.
3. For those requiring Provost approval (all requests during the hiring freeze require approval), complete the hiring freeze exception request form:  
[https://oregonstate.qualtrics.com/jfe/form/SV\\_bvnLy6LvUgp3G5f](https://oregonstate.qualtrics.com/jfe/form/SV_bvnLy6LvUgp3G5f)
4. Route completed form, attachments, and Provost approval to HR Lifecycle Team:  
[hovlandsc.lifecycle@oregonstate.edu](mailto:hovlandsc.lifecycle@oregonstate.edu)

## Merit

- A clear rationale for the adjustment and why an out-of-cycle increase is appropriate.
- A set of internal comparators showing the salary is commensurate with similarly situated peers. If internal peers are not available external peers are permissible.
- An understanding of whether the adjustment introduces problems with equity within the unit/division, and a written plan for addressing it.
- A current organizational chart.
- Requests for merit/equity must have the performance review of the most recently completed academic year on file.

## Internal Equity

- A clear rationale for the adjustment.
- A current organizational chart.
- A set of internal comparators showing the salary is commensurate with similarly situated peers. If internal peers are not available external peers are permissible.
- Requests for merit/equity must have the performance review of the most recently completed academic year on file.

## External Market Adjustment

- A clear rationale for the adjustment.
- A current organizational chart.
- A set of comparators showing the salary is commensurate with similarly situated peers.
- An understanding of whether the adjustment introduces problems with equity within the unit/division, and a plan for addressing it.
- The performance review of the most recently completed academic year on file.

## Retention

- Incumbent is actively seeking or being recruited for employment opportunities outside of the University.
- A clear rationale for the adjustment; illustrate how retaining the employee is beneficial to the University.
- A current organizational chart.
- An understanding of whether the adjustment introduces problems with equity within the unit/division, and a plan for addressing it. **Note:** If the increase creates an outlier, the adjusted salary cannot be used as an internal comparator and basis for internal equity adjustments for other positions.