

# REQUEST FOR SALARY ADJUSTMENT

DATE:

TO: Stanley A. Earley, Director  
Office of Management and Budget

Jared M. McCarthy, Acting Director  
Office of Human Resources Management

FROM:

RE: Salary Adjustment

In accordance with Section 16-123 of the Personnel Law, Salary Policy, I am requesting approval for a salary adjustment for the below referenced employee:

Employee: \_\_\_\_\_ Position Number: \_\_\_\_\_

Class Title: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Employee Status: Classified \_\_\_\_\_ Exempt \_\_\_\_\_

Years of Service: Classified \_\_\_\_\_ Exempt \_\_\_\_\_

Salary Range: \_\_\_\_\_

Current Salary: \$ \_\_\_\_\_ Requested Salary: \$ \_\_\_\_\_ Percent (%) Adjustment: \_\_\_\_\_

Justification: \_\_\_\_\_  
(Attach supporting documentation) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Jared M. McCarthy, Acting Director Date Approved \_\_\_\_\_  
Office of Human Resources Management Denied \_\_\_\_\_

\_\_\_\_\_  
Stanley A. Earley, Director Date Approved \_\_\_\_\_  
Office of Management and Budget Denied \_\_\_\_\_

\_\_\_\_\_  
Tara H. Jackson Date Approved \_\_\_\_\_  
Chief Administrative Officer Denied \_\_\_\_\_

Salary adjustments will be effective at the beginning of the first full pay period following approvals by Director of the Office of Human Resources Management, Director of the Office of Management and Budget and the Chief Administrative Officer (There will be no retro-active pay adjustments.)

Comments/Conditions: