<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Requests Considered</th>
<th>College Review Timeframe**</th>
<th>Effective Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Adjustment for Performance</td>
<td>During annual AMCP process</td>
<td>AMCP process timeframes will be announced on an annual basis</td>
<td>September 1</td>
<td>All salary Adjustments related to performance excellence and productivity are to be handled in the AMCP process.</td>
</tr>
<tr>
<td>Reclassification - Change in University job classification: Promotion, Lateral, or Demotion.</td>
<td>December 1 – March 31</td>
<td>10 business days</td>
<td>The first day of the pay period following the date of the final college or OHR approval.</td>
<td>Incumbent must have been performing the duties for at least 6 months.</td>
</tr>
<tr>
<td>Salary Adjustment for Addition of Significant Ongoing Duties within Current Classification or Career Progression within Current Classification</td>
<td>December 1 – March 31</td>
<td>10 business days</td>
<td>The first day of the pay period following the date of the final college or OHR approval. Effective date will be between January 1 and May 1.</td>
<td>Incumbent must have been performing the duties for at least 6 months.</td>
</tr>
<tr>
<td>Internal/External Market Equity Salary Adjustment</td>
<td>December 1 – March 31</td>
<td>10 business days</td>
<td>The first day of the pay period following the date of the final college or OHR approval. Effective date will be between January 1 and May 1.</td>
<td>Adjustments may be dependent on external market salary analysis and/or internal equity reviews.</td>
</tr>
<tr>
<td>Counter Offers</td>
<td>All year</td>
<td>5 business days</td>
<td>The first day of the pay period following the date of the final college or OHR approval.</td>
<td>Counter offers within the College of Arts and Sciences will not be considered.</td>
</tr>
<tr>
<td>Temporary Increase for Non-Exempt (hourly paid) Staff</td>
<td>All year</td>
<td>5 business days</td>
<td>The first day of the pay period following the date of the final college or OHR approval.</td>
<td>Request in advance if for addition of duties due to a vacancy or leave of another position. Retroactive effective dates not permitted.</td>
</tr>
</tbody>
</table>

*All requests will be evaluated in accordance with the university’s policies including, Salary Administration and Classification Policy 3.10.

** Does not include Office of Human Resources (OHR) review time.
## Documents Required for Review:

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Documents Required</th>
</tr>
</thead>
</table>
| Salary Adjustment for Performance                                                | 1. Letter of Request to Justify and Support Request submitted to college office during AMCP process  
2. Completed and Signed Annual Performance Evaluation                               |
| Reclassification                                                                | 1. HR Action Request or [Salary Adjustment and Reclassification Form](#)  
2. Letter of Request to Justify and Support Request  
3. Resume  
4. Proposed or Revised Position Description  
5. Current Position Description                                                       |
| Salary Adjustment for Addition of Significant Ongoing Duties or Career Progression within the Current Classification | 1. HR Action Request or [Salary Adjustment and Reclassification Form](#)  
2. Letter of Request to Justify and Support Request  
3. Proposed or Revised Position Description  
4. Current Position Description                                                       |
| Internal/External Market Equity Salary Adjustment                                | 1. HR Action Request or [Salary Adjustment and Reclassification Form](#)  
2. Letter of Request to Justify and Support Request  
3. Resume                                                                          |
| Counter Offers                                                                   | 1. HR Action Request or [Salary Adjustment and Reclassification Form](#)  
2. Letter of Request to Justify and Support Request  
3. Resume  
4. Copy of External Letter of Offer from Prospective Employer                       |
| Temporary Increase for Non-Exempt (hourly paid) Staff                            | 1. HR Action Request or [Salary Adjustment and Reclassification Form](#)  
2. Letter of Request to Justify and Support Request  
3. Proposed or Revised Position Description including Temporary Duties  
4. Current Position Description                                                       |