

SALARY STUDY REQUEST

Department: _____ Division: _____

Current class(es) & top step salary: _____

Proposed top step salary for class(es): _____

Representation Unit(s) of classes: _____

NOTE: Please briefly respond to the following questions. An organization chart must be attached.
Return this form to: Personnel Department, Employee Relations Program Manager

1. What is the proposed change?

2. Why is the change proposed?

3. How might this action affect other classes in your department?

4. What is the cost of the change and how is it funded? (Compute cost by comparing current and proposed top step salary, plus FICA and P.E.R.S. to show annual---26 pay period---cost.) Funds approved in current budget = \$ _____ (amount). Other funds available in current budget = \$ _____ (amount).

5. Prioritize this request compared to other requests for your department.

6. Was a request submitted for last negotiations for an adjustment for this/these class/es?

7. Did the class(es) involved receive a special adjustment in the last negotiations?

8. What has changed since the last salary adjustment for this class/these classes?

Department Contact for this study: _____

Phone: _____

Department Head Additional Comments:

Department Head Signature: _____

Date: _____

Continued on succeeding page, below:

Personnel Department comments on requested study:

Reviewed by: _____

Date: _____

CAO authorization: ____ study in conjunction with next negotiations ____ hold for next fiscal year

____ proceed with study ____ study denied

CAO Authorization: _____ Date: _____

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