



Personnel Salary Increase Request

Note: This form is to be utilized for compensation band specific salary increases not involving a change in essential tasks.

Employee Name: _____

Title: _____

Current Salary: _____

Increase Amount (in \$ or %): _____

Recommended Salary: _____

Budget Code: _____

Justification for Salary Increase: [Note: Attach current performance appraisal.]

Justification should document and provide information indicative of exceptional contribution to the mission of the college, performance or major goal achievement.

Approval:

Supervisor

Date

Vice President

Date