Confidential—Supervisor Eyes Only

Salary Adjustment Compilation

Employment History

Date hired: _____

Previous promotions:

From: _____ to: _____ on: _____
From: _____ to: _____ on: _____
From: _____ to: _____ on: _____
From: _____ to: _____ on: _____

Previous salary adjustments:

From $_____ to $_____ (__% increase) on: _____
From $_____ to $_____ (__% increase) on: _____
From $_____ to $_____ (__% increase) on: _____
From $_____ to $_____ (__% increase) on: _____
From $_____ to $_____ (__% increase) on: _____

Comments: _____

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Salary Review

Salary range for position: $_____ to $_____
Current salary: $_____
Current place in salary range:
[ ] low [ ] low-mid [ ] mid [ ] high-mid [ ]high
Points from general criteria: _____
Points from position-specific criteria:

_____
multiply x 2 = _____

Place in grade adjustment:
Add 10 points for "low", 5 points for "low-mid", 0 for "mid;"
subtract 5 points for "high-mid," 10 points for "high." _____
Subjective factor (± points): _____
Total points: _____

Salary adjustment guidelines:*

85 + pts: inflation 3% + performance 7% = 10% increase.
75/84 pts: inflation 3% + performance 5% = 8% increase.
65/74 pts: inflation 3% + performance 3% = 6% increase.
55/64 pts: inflation 3% + performance 2% = 5% increase.
45/54 pts: inflation 3% + performance 1% = 4% increase.
35/44 pts: inflation 3% + performance 0% = 3% increase.
25/34 pts: inflation 2% + performance 0% = 2% increase.
<25 points: no increase

Current salary: $_____
x ___% increase = $_____
Billable hourly pay: (annual $ ÷ 1920) $_____
Can employee's time be billed out at 3+ times this rate?
[ ] Yes [ ] No**

Date to take effect: _____

*Based on 3% inflation rate. Adjust as economic conditions require.
**Recompute raise until possible, or raise hourly fee charged for employee's time.

Summary

Supervisor's comments : _____
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Employee's reaction: _____
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(Attach additional sheets if necessary.)