**MSU Staff Equity Request Form – 2024**

**Note: The due dates on this form are under review and should be updated soon.**

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| ***Instructions***: This form is to be completed by the Department Head/Unit Leader and submitted to the Dean’s Office. Prior to completing Part II, please request comparison salaries from the Dean’s Office. Completed form is due to the Dean’s Office by **October 27, 2023**.  Note: Decisions include the consideration of available funding. | | | |
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| **PART I (Completed by Department Head/Unit Leader)** | | | |
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| Name: | | Date of Initial Hire: | |
| Title of position: | | Pay Grade: | |
| Department/Unit: | | | |
| Range for pay grade (provide minimum; mid-point; maximum; [Pay Grades and Ranges - Human Resources - Missouri State University)](https://www.missouristate.edu/Human/pay-grades-ranges.htm): | | | |
|  | **Annual** | | **Hourly** |
| **Minimum** |  | |  |
| **Mid-point** |  | |  |
| **Maximum** |  | |  |
|  | | | |
| Current Salary (provided by Department Head/Unit Leader): | | | |
| Comparison Salaries (provided by Department Head/Unit Leader in consultation with Dean’s Office): | | | |
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| **PART II (Completed by Department Head/Unit leader after comparison salaries are added)**  **Nature of Request (select one of the following):**  Internal Equity (address salary inequities among individuals in positions that require similar skills, responsibilities, and experience)  Special Market Considerations (may be used when there are compelling market reasons for an adjustment)  Additional Responsibilities (no more than 12%, not to exceed the maximum salary of the pay range, for employees who are assigned significant additional, ongoing job duties resulting from a reorganization or implementation of a new organizational initiative)  Sustained commendable performance (ADP score in the top tier of their cost center for the previous 3 years; increase of not more than 12%, not to exceed the maximum of the salary of the pay range; provide ADP scores for past three years in justification statement)  **Brief Justification**: | | | |

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| Applicant |  | Department Head/Unit leader |
|  |  |  |
|  |  |  |
| Date |  | Date |