**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 |