UtahState University
BUSINESS SERVICES FOR STUDENT AFFAIRS

HR SALARY INCREASE GUIDELINES

HR has developed the following guidelines for salary increases when giving a salary increase within the employee's current salary grade:

A. Whenever a proposed salary increase is not greater than midpoint, no special review is required from Human Resources.

B. Whenever a proposed salary increase is greater than midpoint, but no greater than 5%, no special review is required from Human Resources.

C. Whenever, a requested salary increase is greater than 5% and above midpoint, HR would like to see an explanation of how the employee's performance during the past year satisfies any one of the following criteria:
   - The employee has completed a quantity or quality of work above and beyond the usual expectations of the position;
   - The employee proficiently performs all responsibilities of the position;
   - The employee possesses a depth and breadth of experience, specialized skills, and perspectives which add significant value to the organization; or
   - The employee serves as a subject matter expert, a role model, or a mentor to others in similar jobs or to other areas of the organization.
   - One or two brief paragraphs should be sufficient. Please place this information in the Comments section of the EPAF.

Directors are expected to evaluate salary increase impact on the unit's budget. Increases can only be considered if funding is sustainable and the overall budget of the unit is healthy.