

# Compensation Change Request Reasons and Documents Needed

The reasons and explanations listed below are targeted towards AMP and SP personnel. For Faculty related questions, please contact the University's Provost at [provost@fau.edu](mailto:provost@fau.edu).

## Request Compensation Change > Special Pay Increase

Special pay increases may be granted to AMP and SP employees upon request when criteria and/or conditions exist. Special pay increases are not to be used when reclassification is appropriate. All special pay increases for direct reports to the Provost or Vice President, must be approved by the Provost, Vice President and by the President.

Criteria for Special Pay increase frequency: Special pay requests may be approved once within a 12-month period. Exceptions will be considered with written justification for the exception, along with the required documentation for each sub reason.

- **Additional Duties:** An employee's responsibilities can change, and a salary can be requested based on that reason. This reason requires an approved Edit Restrictions > Update before requesting the compensation change. The following documents are needed for this action, when applicable:
  - Memo/Email from the department of Classification and Compensation approving Edit Restrictions > Update.
  - Memo/Email explaining the additional duties, **listing employee's full name, Z number, new salary/hourly amount, effective** and end date, if applicable, approved by the department's Director, Executive Director, Dean, Associate Dean, Associate Vice president or higher.
- **Career Development/Training:** Situations where there is documentation of successful completion of an approved career development program and/or an approved training/certification program. Approval of the program will be based on the needs of the department and if financial recognition of the employee's successful completion of the program is in the best interest of the University. The following documents are needed for this action:
  - Memo/Email explaining the purpose of the career development, listing employee's full name, Z number, new salary/hourly amount, effective date, with approval from the department's Director, Executive Director, Dean, Associate Dean, Associate Vice president or designee.
  - Proof of career development completion by the employee.
- **Other:** For any of the options listed below, please attach supporting documents such as labor market analysis, current economic analysis. Also, attach memo/email approval from department's Director, Executive Director, Dean, Associate Dean, Associate Vice president or designee, listing employee's full name, Z number, new salary/hourly amount, and effective date. This option can be used for:
  - Cost-Of-Living Adjustments (COLA)
  - Pay Compression
  - Shift Differential
  - Transfers/Layoffs
- **Retention:** Salary increases used to retain employees where job market conditions are documented to be significantly higher than the current employee's salary. This reason can also be used for counteroffers. A counteroffer may be considered if in the best interest of the University. The following documents are needed for this action, when applicable:
  - Memo/ email explaining retention reasoning and proof of tight job market. In the memo/email, please include new salary/hourly amount, employee's full name, Z number and effective date. The memo must be approved by approved by the department's Director, Executive Director, Dean, Associate Dean, Associate Vice president or designee.

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- Memo/email explaining counteroffer reasoning. If possible, include documentation of original offer which is being countered.
- **Salary Compression/Equity:** Use this reason when inequity may have developed within the same department or comparable classifications.
  - Memo/email explaining department's reasoning for the increase. Please include any data/analysis the department use to arrive to the increase conclusion. In the memo/email, please include new salary/hourly amount, employee's full name, Z number and effective date. The memo must be approved by approved by the department's Director, Executive Director, Dean, Associate Dean, Associate Vice president or designee.
- **Superior Performance:** This reason is to be used when the employee has exceeded the department's goal/expectation. The following documents are needed for this action:
  - Screen capture JPG or PDF file of employee's most recent appraisal of Exceptional (5) or Outstanding (4). Further explanation in a memo/email is encouraged.
  - If no appraisal on file or if the employee has had an appraisal in the last six months rated below Outstanding, further explanation in a memo/email must be included explaining superior performance for the last six months. The justification must be approved by the department's Director, Executive Director, Dean, Associate Dean, Associate Vice president or designee. In the memo/email, please include new salary/hourly amount, employee's full name, Z number and effective date.

## Request Compensation Change > Allowance

- **Allowance > Negotiated per Employment Contract:** If an allowance was specified in a contract or certain incentives, this would be the appropriate reason. No end date required. Please enter the allowance in the allowance section and select the appropriate compensation plan. The following documents are needed for this action:
  - **Car Allowance:** Use when an employee needs an allowance to cover University related car usage expenses. End date is not required. The following documents are needed for this action:
    - Signed and dated contract.
  - **Phone allowance:** Use when an employee needs an allowance to cover University related phone usage expenses. End date is not required. The following documents are needed for this action:
    - Signed and dated contract.
- **Allowance > Non-Negotiated (Required for Position):** Please enter the allowance in the Allowance section, select the appropriate compensation plan and frequency.
  - **Additional Responsibility (Temp Add'l Duties):** On occasion, employees will take temporary additional duties. This may be caused by staffing shortage, employees on leave, seasonal increase in volume of transactions or training, among others. An end is required. The following documents are needed for this action:
    - Memo/email approving from the department listing employee's full name, Z number, list of additional duties, proposed allowance amount, frequency of allowance (weekly, biweekly, or monthly), effective date and end date. The justification must be approved by the department's Director, Executive Director, Dean, Associate Dean, Associate Vice president or designee.
  - **Car Allowance:** Use when an employee needs an allowance to cover University related car usage expenses. End date is not required. The following documents are needed for this action:
    - Memo/email approving from the department approving the allowance amount, frequency of allowance (weekly, biweekly, or monthly), effective date, employee's full name and Z number. The

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justification must be approved by the department's Director, Executive Director, Dean, Associate Dean, Associate Vice president or designee.

- **Phone allowance:** Use when an employee needs an allowance to cover University related phone usage expenses. End date is not required. The following documents are needed for this action:
  - Memo/email approving from the department approving the allowance amount, frequency of allowance (weekly, biweekly, or monthly) effective date, employee's full name and Z number. The justification must be approved by the department's Director, Executive Director, Dean, Associate Dean, Associate Vice president or designee.

