

PORTLAND STATE UNIVERSITY
Special Salary Increase Request for Classified Employees
INSTRUCTIONS

FOR ALL REQUESTED CLASSIFIED ACTIONS

Special Salary Increases for Classified Employees are non-contractual and at the full discretion of Portland State University. Effective with this announcement, PSU will consider special salary increases for classified employees as follows:

A One Step Special Salary Increase for Classified Staff should be granted only in exceptional cases. Classified employees may receive a one step special salary increase between anniversary dates once every two years. Positions in the Information Technology series do not have step increases, a department may request up to the “step equivalent” of 4.75% as the special salary increase amount. The effective date of the special salary increase shall be the first of the month following HR's receipt of the completed form, attached documentation where needed and all required signatures. **Please note that special salary increases will not be processed retroactively.**

One-Step Special Salary Increases should be grounded in sufficiently strong reasons such as outstanding performance, initiative and/or service within the scope of the position. **The HR department must have a current performance review document as a requirement for this special salary increase.**

One-Step Special Salary Increases for Classified Staff may be granted at the request of a supervisor with final approval by a dean or vice president.* Departments are responsible for covering the full permanent cost of special salary increases. Please note that this funding requirement is a change from past practice. Should the department not be able to cover the permanent increase cost, a request may be made to the relevant VP who will consult with the VP Finance and Administration for positions paid on fund 001100 only. All other funds are the responsibility of the department.

To make a request, print and complete a “Classified – Special Salary Increase Request Form” available on the HR website. Unit managers/Department Chairs will generally initiate the form and the Budget Office will verify the funding source. If the funding source is a sponsored project, then the Principal Investigator (PI) and Research Accounting approval is required. The Dean/Director with a counter signature from the Budget Office and Office of Human Resources are the approval authorities.

IF SPONSORED PROJECT ROUTE TO:
PI & RESEARCH ACC'TG→ Dean/Director→ Budget → HR→ VP
ALL OTHER FUNDS ROUTE TO:
Dean/Director→ Budget→ VP→ HR

IMPORTANT! Please do not commit or promise increases to your employee before the official decision for the approval or denial is made by the appropriate authority.

**CLASSIFIED – SPECIAL SALARY
INCREASE REQUEST FORM**

PORTLAND STATE UNIVERSITY

Employee Information	
Employee Name:	ID No.
Department:	Position No.
<input type="checkbox"/> Classified	Current Classification:

Reason for Proposed Salary Step Increase
Proposed reason for one step increase:
Attach or confirm HR's receipt of current performance review. Date sent to HR: _____

Please provide a history of any salary increases this position has received in the past two years (Include across the board and anniversary date increases).

Please note that special salary step increases are limited to one request every two years per position.

Date: _____ Amount: _____ Salary Range and Step: _____ - _____
 Date: _____ Amount: _____ Salary Range and Step: _____ - _____
 Date: _____ Amount: _____ Salary Range and Step: _____ - _____

Salary Information		
Current Salary Range and Step:	Proposed New Step:	Proposed Increase % for IT positions only:
Proposed Effective Date:	Proposed Funding Source: <small>*(If sponsored project then approvals below are required.)</small>	
*PI Approval	*Research Acc'tg Approval	

Department Head Signature	Date:	Phone:
Dean/Director/Equivalent Signature	Date:	Phone:

Approver Use Only	
Budget Verification Signature:	Date
Vice President/Provost:	Date
Human Resources Signature:	Date