

FADM, UNIVERSITY RELATIONS, and PRESIDENTS OFFICE ONLY

**PORTLAND STATE UNIVERSITY
Special Salary Increase Request for
Unclassified/Unrepresented and Excluded Employees
INSTRUCTIONS**

FOR ALL UNCLASSIFIED/UNREPRESENTED and EXCLUDED REQUESTS

All special salary increases are non-contractual and at the full discretion of Portland State University. Effective with this announcement, PSU will consider special salary increases for unclassified staff as follows:

Requests must be submitted by completing the “Unclassified Salary Increase Request Form” with appropriate accompanying documentation. Unit managers will generally initiate the form, 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.

Special salary increase requests for Unclassified Staff may be requested based on increased responsibilities, promotion, equity, retention or other special reasons. Any request at 5% or below must be approved by a director and relevant vice president with a counter signature from the Budget Office and Office of Human Resources. Any request over 5% must be approved by the relevant Vice President in consultation with the VP for Finance and Administration. 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.**

To make a request, print and complete an “Unclassified – Special Salary Increase Request Form” available on the HR website. Unit managers 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 Director with a counter signature from the Budget Office and Office of Human Resources are the approval authorities.

The department must fund the full permanent cost of the salary increase. Such special salary increases are normally only entertained once every three years. Exceptions can be made for extraordinary circumstances. 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.

*Please complete all fields in the, **Employee Information and Salary sections.***

IF E&G FUNDED ROUTE TO:
Director → Budget → HR → VP
IF SPONSORED PROJECT ROUTE TO:
PI & RESEARCH ACC'TG → Director → Budget → HR → VP

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.