**Salary Review Request Form**

*Instructions: This form is to be completed after discussion, and in consultation with the Human Resource Business Partner (HRBP) for your area/department. This form is to be completed by the requesting manager. The HRBP will review and forward the completed form (sections A and B only) to Total Rewards.*

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| **A: EMPLOYEE AND JOB INFORMATION:** | | | | |
| *Employee Name:* |  | | | |
| *Position Title:* |  | | *Employee Type:* |  |
|  | | | | |
| *Division:* |  | | | |
| *Department:* |  | | *Location/Campus:* |  |
|  | | | | |
| *Immediate Supervisor Name:* | |  | *Immediate Supervisor Title:* |  |

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| **B: SALARY REVIEW REQUEST DETAILS:** | | | | | | |
| *Reason/s for Salary Review Request (check ONLY the reason/s that apply):*  *(For definitions of each reason type below, see guideline document attached)* | | | | | | |
| *Market Adjustment* | | *Critical Retention Adjustment* | | *Internal Equity Adjustment* | | *Recognition Pay – (unrelated to annual performance review)* |
|  | |  | |  | |  |
| *Other reason (not listed above):* | | | | | | |
|  | | | | | | |
| *Employee’s Current Salary Band:* |  | | *Employee’s Current Salary:* | |  | |
| *Date of Last Salary Review Request:* |  | | *Reason for Last Salary Change (e.g. COLA; Merit; Salary Review; etc.)* | |  | |
| *Date of Last Salary Change:* |  | | *Salary Change Being Proposed:* | |  | |
|  | | | | | | |
| *Rationale – provide details on why a salary review request is being made at this time:* | | | | | | |
|  | | | | | | |
| *Comparisons – provide any comparison jobs or information that should be considered in this salary review request (list comparator job tiles, departments and any other relevant details):* | | | | | | |
| *HRBP Comments:* | | | | | | |

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| **C: FOR TOTAL REWARDS USE ONLY:** | | | |
| *Review and Data Analysis Details:* | | | |
|  | | | |
| *Total Rewards Decision: (add summary of any discussions with key stakeholders)* | | | |
|  | | | |
| *Proposed Revised Salary:* |  | *Proposed Effective Date:* |  |
|  | | | |
|  | |  | |
| *Manager Total Rewards* | | *Date* | |

**Guidelines for Completing**

**The Salary Review Request Form**

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| What is the Salary Review Request Form? | *The Salary Review Request Form is a document used for the purpose of requesting and recording details related to an employee’s salary review.* |
| What should the Salary Review Request Form be used? | *The Salary Review Request Form should only be used when a manager is making a request to HROE for a formal review of an employee’s salary.* |
| How is a Salary Review Request made? | *The Salary Review Request form is to be completed by the requesting manager. The form is completed after discussion, and in consultation with the Human Resource Business Partner (HRBP) for the Manager’s area/department. The HRBP will review and forward the completed form to Total Rewards.* |
| Parties involved in the Salary Review Process | ***The Employee:*** *who may make a request to their manager for a salary review.*  ***The Manager:*** *who discusses the need for a salary review with their HRBP and then completes the Salary Review Request Form.*  ***The HRBP:*** *who provides additional context/information/data as required for Total Rewards to comprehensively assess the request. The HRBP also forwards the Salary Review Request Form to the Manager Total Rewards or their designate, for review and works closely with the Manager Total Rewards or their designate to arrive at a salary review decision. Once a decision is reached, the HRBP would generally communicate the results for the review to the manager.*  ***The Manager Total Rewards:*** *who conducts the review and makes a recommendation consistent with Humber’s Compensation Framework.*  ***The Divisional Manager:*** *who may periodically be asked to provide a perspective based on the salary request by the manager.* |

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| **Salary Review Reason - Definitions** | |
| Market Adjustment | *Refers to a salary adjustment completed to recognize compensation changes in the labour market for a specific job or a specific discipline.* |
| Critical Retention Adjustment | *Refers to a salary adjustment intended to retain an employee who occupies an essential or critical position within the institution. An organization critical job typically meets the following characteristics: jobs that are one-of-a-kind; jobs that have known difficulty with recruiting; jobs that bring specific knowledge, abilities or disciplines deemed critical to the institution. Adjustments can also be considered for an employee who brings high value to the institution leading to an institutional interest in retaining the employee - this can relate to specialized knowledge, high contributions, active critical projects etc.* |
| Internal Equity Adjustment | *Refers to salary adjustment made in order to make an employee’s pay equitable when compared with that of other employees who have comparable education, work experience and other similarities that put these jobs in the same job family and career level. Internal equity adjustments are not intended to pay all employees with similar characteristics the same pay. Internal equity adjustments are used typically to address issues of salary compression.* |
| Recognition Pay – unrelated to annual performance review | *Refers to a salary adjustment made in order to recognize the acquisition of competencies, formal training, certification, licensure, education that meet a critical need in the department or are essential to the position. An increase of this nature, would typically involve movement along an existing salary band only.* |