

COLORADO STATE UNIVERSITY
REQUEST FOR INDIVIDUAL SALARY ADJUSTMENT OUTSIDE THE ANNUAL MERIT CYCLE

Colorado's Equal Pay for Equal Work Act (the Act), which went into effect January 1, 2021, requires all salary adjustment requests tied to changes in duties, responsibilities or title to be announced via a promotional announcement on CSU's internal job board for a minimum of one day. A change in salary alone does not require a promotional announcement. Under the Act, effective dates for new salaries must be after the promotional announcement is posted. Salary adjustment requests cannot be backdated. For more information regarding the Act and process updates, please see the [Equal Pay for Equal Work Act webpage](#) on OEO's website. Please note, OEO will email a copy of the fully approved form to the listed Request Initiator, the Provost Office and HR Records. Please indicate in the Request Initiator field who should be copied.

Request Initiator	
Information on Individual Recommended for Salary Adjustment	
Name: _____	Department: _____
Current Title: _____	TMS Position #: _____
Current Salary: _____	Requested New Salary: _____
Today's Date: _____	Requested Start Date for New Salary: _____
Salary History of Individual in Current Position - previous 3 fiscal years:	
7/1/_____	\$ _____ % of Change _____
7/1/_____	\$ _____ % of Change _____
7/1/_____	\$ _____ % of Change _____
Funding Sources and Percentages (example: 1-3=50%; 1-5=10%; 5-3=40%):	
CUPA and/or Department Salary Comparison Data for Individual:	
Support for Salary Adjustment	
<input type="checkbox"/> Critical Retention	<input type="checkbox"/> Contract Date is Different from July 1
<input type="checkbox"/> Acting/Interim Appointment	<input type="checkbox"/> Salary Decrease
<input type="checkbox"/> Additional Duties/Increased Responsibilities or Title Change	
<input type="checkbox"/> Other: _____	
Narrative Justification/Rationale for the Proposed Salary Adjustment. Provide the rationale for the salary adjustment being made outside of the normal fiscal year cycle. Show how this adjustment supports the Department/College salary and strategic plans. (Use additional sheets as necessary):	

Approved Salary: \$ _____ Approved Effective Date: _____

Department Head/Director	Date	Provost/President	Date
Dean/Vice President	Date	OEO	Date