

REQUEST FOR OFF-CYCLE 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. Under the Act, new salary effective dates must be after the promotional announcement is posted. Salary adjustment requests cannot be backdated. A change in salary *alone* does not require a promotional announcement. For more information regarding the Act and process updates, please see the Equal Pay for Equal Work Act webpage on [OEO’s website](#).

Request Initiator	
Information on Individual Recommended for Salary Adjustment	
Name: _____ Department: _____	
Current Title: _____ 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"/> Other: _____	
Salary changes due to modifications to position duties/responsibilities are processed through TMS position modifications. See the website for further guidance.	
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