**In Range Salary Adjustment Procedure**

An in-range adjustment is an increase to base pay within the employee’s existing pay grade and may be requested for one of the following reasons:

* Change in the scope of duties, responsibilities and/or accountability that are on-going, at a higher level, but not extensive enough to warrant a full position reclassification.
* Meritorious performance with increased level of execution
* Market-related pressures (external equity)
* Employment offer or active recruitment from outside the University
* Misalignment of salary relationships (internal equity)

The following conditions must be met:

* Recurring funding is available.
* The use of established Human Resources policies/action are not feasible alternatives.
* Serious salary inequities would not be created by an in-range adjustment.
* The employee must have received an overall rating of “Meets Expectations” or greater on the most recent performance evaluation unless the divisional President’s Executive Cabinet member documents a justification for waiving the requirement, in writing.
* If a request is due to an employment offer or active recruitment from outside the University, a copy of the salary offer must accompany the request.
* Salary recommendation must align with level of experience, exceptional performance and documented qualifications.
* The in-range salary adjustment may not exceed the midpoint of the pay grade unless otherwise approved by the Executive Vice President that is responsible for the Department.
* Adjustments comply with University and Board of Regents policy.

To Request an In-Range Adjustment:

* The Department completes the AU In-Range Adjustment Request Worksheet, ensuring that recurring funding is available and that they have provided a detailed justification.

*Note: It is the responsibility of the department to ensure that funding for the increase has been secured and approved.*

* The Department secures approvals from the requesting supervisor, the Department Head, Director or Dean and their Executive Vice President.
* The approved form is sent to [HUMANRESOURCES\_COMP\_PERFMGMT@augusta.edu](mailto:HUMANRESOURCES_COMP_PERFMGMT@augusta.edu).

*Note: If the salary increase is requested for staff, please include the most current copy of the employee’s resume.*

* Classification, Compensation staff will log the request and forward to the Director, Classification, Compensation & Information Systems.
* The Director, CCIS will review and route for Institutional Approval via DocuSign. The Department requestor will be included in the DocuSign.
* Once the form has received all approvals, the Department should submit an Ad Hoc Salary Change transaction in OneUSG and include the approved AU In-Range Adjustment Request as documentation.

Notes:

* In-Range Adjustment requests cannot be backdated.
* Signatures from the Requesting Supervisor, Department Head, Director or Dean and the EVP serve as an approval to have the In-Range Adjustment Request evaluated by Human Resources. In-range Adjustments must have all required signatures to be approved.
* All salaries over $100,000 require approval from the Chief Business Officer and the President.
* Salaries that are over the mid-point, over $100,000, and over a 9.99% increase require approval from the Chief Business Officer, the President, and the University System of Georgia System Office.