STRATEGIC PAY REQUEST FORM
MUS MAP PAY RULE 4.0
INDIVIDUAL EMPLOYEE

www.umt.edu/hr - “MAP”
Incumbent Name: ________________________________ Position #: _________

Title: ___________________________ Dept: ________________________________

Union Affiliation: ___________________________ Band: ________________________________

Employee ID # ________________ Current Base Salary: ________________________________

This request is to address a Recruitment or Retention Issue (please circle one)

Type and amount of requested salary adjustment:

* Permanent Salary Increase of: ________________ Effective Date: ________________________________

* Temporary Salary Increase of: ________________ Effective Dates: _________ to _________

* One-Time Only or Periodic Payment of: ________________ Effective Date(s): ________________________________

Does the current Role Description accurately reflect the duties being performed? Y_____ N ______

Provide a written response to the following and attach to the request form:

A. Describe the existing salary issue in detail.
B. Review the guidelines for Strategic Pay included in the *MAP Implementation and Pay Rules*, and identify and explain:

a. why the specific criteria listed in 4.1 apply to this request

b. how the factors listed in 4.2.2 influenced the amount of the strategic pay request

*Note:* When determining a base salary adjustment request, care should be taken to examine the employer’s total compensation package including benefits, leave, and retirement plans when evaluating salary data.

**Required Signatures:** (Signatures indicate support for this pay exception, and acknowledge that this pay exception will not result in budget deficiency or supplemental appropriation to the legislature.)

________________________________________________________________________
Supervisor

Date

________________________________________________________________________
Dean/Director

Date

________________________________________________________________________
Vice Chancellor for Administration & Finance

Date

________________________________________________________________________
Chancellor

Date