



## Salary Adjustment Review Committee

### Objective:

Establish a standing committee and develop a process to review and approve salary increases implemented outside of the November 25 performance raises. The process is designed to provide oversight in order to protect state and university assets and financial integrity, to maintain internal and external equity, and to promote fairness in pay. Until committee approval is received, communication with the recipient is not permitted.

### Scope:

The salary increase approval process will be applicable to all salary increases for instructional, research, administrative and professional faculty and classified employees with the following exceptions:

- Competitive Offers for Classified Employees with increases up to 15%.
- Non-student wage increases up to 25%.

### Standing Committee:

The review committee will be chaired by the Vice President of Human Resources & Payroll and consists of the Assistant Vice President/Chief Budget Officer and the Vice President of Compliance Diversity & Ethics.

### Process:

- Any employee recommended for a salary increase must have received no less than a satisfactory performance evaluation for the previous evaluation cycle.
- **Salary increases shall not be retroactive.** They can be effective the first day of the salary period that they are approved.
- Notification of the employee about the recommended salary increase shall not precede formal approval of the review committee.
- **For Salary Increases 10% and lower, or less than \$10,000:**
  - These proposed salary increases will be reviewed and approved by the respective Executive Council Member and confirmed by the Human Resource Department.
  - A quarterly report of all out-of-cycle <10% salary increases will be developed by the Human Resource Department and will be distributed to the Senior Vice President and Provost.

- **For Salary Increases greater than 10%, or \$10,000 and above:**
  - The review committee will confer as necessary to approve all such salary increase recommendations prepared by the department and approved by the appropriate Executive Council member.
  - The Human Resource Department will provide the committee with information related to market parity and internal and external equity. Comparable peer salaries and salaries from centralized and decentralized units will be considered in the review and approval process.
  - Departments will be notified by the committee of the disposition of the recommendation.

**Procedure:**

- **HR Liaison/Requestor:**

Step 1. The Department HR Liaison and/or requestor will route the completed salary increase proposal form (click on the link for the .pdf fillable form <http://hr.gmu.edu/workforceplanning/> found under the section entitled “Forms”) to the Office of the Dean/Director for his/her signature.

- Note: If there is more than one Dean/Director, obtain signatures from both Deans/Directors before continuing on to the next step.

Step 2. The salary increase proposal form is then routed to the Provost, Chief of Staff or Senior Vice President for his/her signature.

Step 3. After obtaining all three signatures, the salary increase proposal form is then submitted to the HR Workforce Planning Team for submittal to the Salary Adjustment Review Committee (MSN: 3C3).

Step 4. Processing time once received in HR is a minimum of three (3) business days.

- **HR – Workforce Planning Team ([workplan@gmu.edu](mailto:workplan@gmu.edu)):**

Step 1. Once approved by all committee members, the Workforce Planning Team will obtain the signature of the Vice President of Human Resources & Payroll and notify the HR Liaison and/or Requestor of the status of the Committee.

Step 2. Banner will be updated accordingly by HR.

Step 3. For approved faculty and administrative faculty proposals, a copy of the signed form will be sent to the Provost’s office by the Workforce Planning Team for the individual’s personnel file.