



REQUEST FOR EQUITY SALARY INCREASE

FY _____

This is to request an Equity Increase per AgriLife Extension Procedure 31.01.01.X0.01, Section 3.0, Subsection D. An equity increase is typically based on a salary inequity that cannot be corrected through the merit review cycle. A salary inequity exists when an employee's salary is significantly below that of others in the same title with similar performance, experience, skills, knowledge, and assignments. An equity increase is **not** a proxy for a promotion, reclassification, merit, or retention increase. The equity increase will be based on compelling justification, a salary equity comparison conducted by Human Resources, and appropriate approvals.

EMPLOYEE NAME: _____

UNIT: _____ **TITLE:** _____

CURRENT BASE SALARY:

Current base salary is \$_____ monthly and \$_____ annually.

Start date with AgriLife Extension: _____ Start date in current title: _____

PROPOSED BASE SALARY:

Proposed base salary is \$_____ monthly and \$_____ annually, which equals increase of _____ %

Source of funds for the salary increase is account(s): _____

Justification for Equity Salary Increase (explain experience prior to AgriLife if any and experience since being hired at AgriLife to reflect justification for the increase in pay. Include performance evaluation ratings and any special training or projects that would warrant the need for additional salary to make this position equitable with other similarly titled positions):

This section to be completed by Human Resources:

AGRILIFE SALARY EQUITY COMPARISON FOR TITLE:

Minimum annual \$_____. Average annual salary \$_____. Months of total state service: _____

Request qualifies as equity OR other - explanation: _____

Requested By:	_____	_____
	Supervisor	Date
	_____	_____
	Unit/Department Head	Date
Reviewed:	_____	_____
	Human Resources	Date
Approved:	_____	_____
	Director/Designee	Date

Submit form to AgriLife Human Resources via Laserfiche WIP-HR.