Within Band Increase Request Form



OFFICE OF HUMAN RESOURCES WITHIN BAND PAY INCREASE REQUEST FORM

Title			
Current Title:			
Status:	Regular, Exempt		
Additional Duties and Responsibilities (Please list all additional duties and responsibilities that qualify this position for a within band pay increase.)		% of Time	
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Position Summary/Purpose of Position						
Purpose of position:						
Is this position a Unit Head?	Yes	No				

Is this position a Unit Head? Yes No

How many employees are supervised? ____

	<u>Minimum</u> Qualifications Required to Perform Work	Preferences
Education (include licenses, certifications, etc.):		
Experience:		
Knowledge, skills, abilities and other characteristics:		

Physical Demands of Position

(Describe the nature of physical activity required and any unusual environmental conditions.)

Supervision

(Attach an organizational chart.)

Supervisory Responsibilities of Position (Name, title, position number of direct reports):

Supervision Received (Name and title of immediate supervisor):

Justification for Requesting Within Band Pay Increase (Please include information on current responsibilities and how the new responsibilities impact service delivery for the department.)

Documents required by the Office of Human Resources for a Within Band Pay Increase:

- 1. Job Description (to include the new responsibilities and duties)
- 2. Current Organizational Chart
- 3. Resume of Incumbent
- 4. Within Band Pay Increase Request Form

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