

## IT Salary Recommendation

Applicant/Employee Name: \_\_\_\_\_ Position No.: \_\_\_\_\_ Band: \_\_\_\_\_

Career Group: Information Technology College/Office: \_\_\_\_\_

New Hire  Promotion  Transfer  Demotion  Other (not including Reallocation) \_\_\_\_\_  
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**Section I - Initial Salary Placement Determination** (To be completed by supervisor after completing Section IV - Assessment of Pertinent Credentials, and Section V - Request for Exception Beyond Salary Placement Determination, if appropriate)

<u>SUMMARY OF SECTION IV</u>	<u>POINTS</u>	
A. Educational Level _____		1. <b>SALARY DETERMINATION (monthly):</b> \$ _____ (From Salary Matrix Point Conversion Worksheet, based on Section IV)
B. Relevant Experience _____		2. <b>REQUEST FOR EXCEPTION BEYOND SALARY DETERMINATION, IF APPROPRIATE:</b> \$ _____ (From Section V)
C. Qualitative Assessment of Relevant Experience _____		3. <b>RECOMMENDED SALARY DETERMINATION: (monthly TOTAL)</b> \$ _____
<b>TOTAL POINTS</b> _____		(This amount, the sum of 1 and 2 above, must correspond with a "step" in the respective pay band)

**Note:** The recommended salary determination shall be based on an accurate assessment of an individual's pertinent credentials. The VP/Chancellor shall determine the final salary, in consideration of the established compensation adjustment rules.

**Supervisor Certification:** I certify that the recommended monthly salary is based on all relevant information provided by the applicant/employee or available in the personnel file and that the assessment process has been discussed with the applicant/employee.

Supervisor's Name and Position No. \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section II - Dean/Director Review and Recommendation** - If the salary placement and/or Request for Exception Beyond Salary Placement Determination is being approved with changes, please provide substantive justification and amended information below. The recommended salary determination shall be based on an accurate assessment of an individual's pertinent credentials. The VP/Chancellor shall determine the final salary, in consideration of the established compensation adjustment rules.

**A. RECOMMENDATION**

Recommend (✓ and sign in box C, below)                       Recommend w/ Changes (✓, provide amended information in box B and sign in box C, below)

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**B. AMENDED INFORMATION** (To be completed by the Dean/Director if "recommending w/ changes.")

<u>1. SUMMARY OF SECTION IV</u>	<u>POINTS</u>	<u>Justification:</u>
A. Educational Level _____		
B. Relevant Experience _____		
C. Qualitative Assessment of Relevant Experience _____		
<b>AMENDED TOTAL POINTS</b> _____		
<b>AMENDED MONTHLY SALARY</b>		\$ _____
<b>2. SECTION V - REQUEST FOR EXCEPTION</b> (if appropriate)		
<b>Amended Additional Amount</b>		\$ _____
<b>3. AMENDED TOTAL MONTHLY SALARY DETERMINATION</b>		\$ _____
(This amended amount, the sum of 1 and 2 above, must correspond with a "step" in the respective pay band)		

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**C. SIGNATURE**                      Dean/Director: \_\_\_\_\_                      Date: \_\_\_\_\_

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**Section III – VP/Chancellor Approval/Disapproval** - *If the salary placement and/or Request for Exception Beyond Salary Placement Determination is being approved with changes, please provide substantive justification and amended information below.*

<b>A. APPROVAL/DISAPPROVAL</b>		
<input type="checkbox"/> Approved (✓ and sign in box C, below)	<input type="checkbox"/> Approved w/ Changes (✓, provide amended information in box B and sign in box C, below)	<input type="checkbox"/> Disapproved (Ó and sign in box C, below)
<b>B. AMENDED INFORMATION</b> (To be completed by the VP/Chancellor Review Committee if “recommending w/ changes.”)		
<b>1. SUMMARY OF SECTION IV</b>	<b>POINTS</b>	<b>Justification:</b>
A. Educational Level	_____	
B. Relevant Experience	_____	
C. Qualitative Assessment of Relevant Experience	_____	
AMENDED TOTAL POINTS	_____	
AMENDED MONTHLY SALARY		\$ _____
<b>2. SECTION V - REQUEST FOR EXCEPTION</b> (if appropriate)		
Amended Additional Amount		\$ _____
<b>3. AMENDED TOTAL MONTHLY SALARY DETERMINATION</b>		
(This amended amount, the sum of 1 and 2 above, must correspond with a “step” in the respective pay band)		
<b>C. SIGNATURE</b>	VP/Chancellor: _____	Date: _____

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**Section IV continued on next page**

**Section IV - Salary Matrix** -The assessment of pertinent credentials is to be completed by the supervisor utilizing the APT Application (UH Form 64), Resume/Vita and/or other appropriate documentation to conduct an assessment of the applicant/employee's pertinent credentials. The recommended salary determination shall be based on an accurate assessment of an individual's pertinent credentials. The VP/Chancellor shall determine the final salary, in consideration of the established compensation adjustment rules. Upon completion of Section IV, the supervisor shall complete Section I, "Summary of Section IV."

A. **Educational Level** - Assign points (not cumulative) based on the applicant/employee's highest level of relevant education, relevant college-level course work and/or formally recognized, industry based certification relevant to the position.

- Relevant, formally recognized, industry based certification(s) 1 point
- Four (4) relevant college-level courses (100 level to 299 level) 1 point
- Four (4) relevant college-level upper division courses (300 level and above) 2 points
- Associate Degree relevant to the field of assignment 2 points
- Bachelor's Degree relevant to the field of assignment 4 points
- Master's Degree relevant to the field of assignment 5 points
- Doctorate relevant to the field of assignment 6 points

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Certification: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Course Title & Level: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
 3) \_\_\_\_\_ 4) \_\_\_\_\_

**Point Spread: 0 - 6** **EDUCATIONAL LEVEL - TOTAL POINTS: \_\_\_\_\_**

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B. **Relevant Experience** - State the applicant/employee's years & months of relevant experience and award points as appropriate.

Relevant Experience of Applicant/Employee : Years: \_\_\_\_\_ Months: \_\_\_\_\_

Experience	Points	Experience	Points
Less than one (1) year	0	Less than six (6) years	6
Less than two (2) years	2	Less than seven (7) years	7
Less than three (3) years	3	Less than eight (8) years	8
Less than four (4) years	4	Less than nine (9) years	9
Less than five (5) years	5	Nine (9) or more years	10

**Point Spread: 0 - 10** **RELEVANT EXPERIENCE - TOTAL POINTS: \_\_\_\_\_**

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**C. Qualitative Assessment of Relevant Experience** - Assign points based on the applicant/employee's quality of relevant experience in terms of functional diversity, complexity and integration, and the overall relevancy of the experience when compared to the job at hand. (See "Qualitative Assessment of Relative Experience" guidelines)

**Justification** (this section must be completed):

Point Spread: 0 - 12                      **QUALITATIVE ASSESSMENT OF RELEVANT EXPERIENCE - TOTAL POINTS: \_\_\_\_\_**

**Note: Upon completion of Section IV, the supervisor shall complete Section I - "Summary of Section IV" and compute total points to determine salary placement.**

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**Section V - Request for Exception Beyond Salary Placement Determination** - *To be completed by the supervisor, in appropriately justified situations where it is determined that the salary placement determination does not adequately compensate the applicant/employee's credentials as evidenced by appropriate documentation. Upon completion of Section V, the supervisor shall complete Section I - 2, as appropriate.*

**Justification** - Consider factors such as comparable positions in the University, comparable positions in the industry, value of the job in the industry, degree of specialization, need of the University, overall benefit to the work unit and/or University, etc.

Recommended Additional Amount Beyond Salary Placement Determination	Monthly Exception
This is the recommended additional amount beyond the Salary Placement Determination (Section I - 1) resulting from the Salary Matrix Point Conversion Worksheet, based on Section IV. This recommended additional amount (Section I - 2), when added to the Salary Placement Determination, must correspond with a "step" in the respective pay band.	\$

**Note: Upon completion of Section V, the supervisor shall complete Section I - 2 and compute the total recommended salary amount (Section I - 3), as appropriate.**

(IT Form - SR)