

OFFICE OF HUMAN RESOURCES  
Mississippi Valley State University  
**REQUEST FOR INCREASE IN COMPENSATION**

Employee Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Recommended percent (%) of pay increase: \_\_\_\_\_ Dollar Amount: \$ \_\_\_\_\_ Current Salary: \$ \_\_\_\_\_

Provide date of original appointment to position: \_\_\_\_\_

Provide anticipated date of availability of funds for implementation of the increase in pay: \_\_\_\_\_

Reason for Request:

- Bachelor's Degree \$1,000
- Master's Degree \$1,500
- Doctoral Degree \$5,000
- Certified Public Accountant \$1,000
- Professional Architect/Engineer \$1,000

1. Describe circumstances that are the basis for this request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is the employee in good standing with the University as indicated by an overall rating of "satisfactory" or above on the employee's most recent written performance appraisal?                      Yes                      No

3. Explain how the academic discipline is relevant and related to the employee's current position and how it enhances the employee's ability to perform the duties of that position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Explain the investment of the University in this employee due to specialized or extensive training and comment on the importance of the job to the University.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorizing Signatures:

- Approved
- Disapproved       Funding Available

\_\_\_\_\_  
Department Head                      Date

\_\_\_\_\_  
Area Vice President                      Date

\_\_\_\_\_  
Human Resources Director                      Date

\_\_\_\_\_  
Vice President for Business and Finance                      Date