

In-Range Salary Adjustment Worksheet: Job change and Labor Market

Employee Name: _____ Position Number: _____
 Job Title: _____ Current Salary: _____

I. Maximum Possible Salary Based on Job Change

A. Summary of job change: _____

Higher level duties _____ Increase in Variety and Scope _____

B. Maximum possible salary based on job change:

Section _____ % Increase _____ Maximum Salary _____

II. Maximum Possible Salary Based on Labor Market

A. Summary of labor market conditions: _____

Reduce turnover _____ Difficulty in recruiting _____
 Retention _____ Other conditions (specify) _____

B. Maximum possible salary based on labor market _____

III. Calculation of Maximum Salary Based on 10% Per Year Limitation

In-range adjustments in the last 12 months

Date	Salary Before Increase

Maximum salary based on the 10% rule _____

IV. Salary Recommendation

A. Maximum salary possible _____

B. **Salary recommendation** _____

Comments - _____

Signatures:

Division Director _____ **Date** _____

Secretary/Deputy Secretary _____ **Date** _____