

Human Resources Response to Request for Salaried Classification Review

RSCR #: _____

Employee Name: _____

EMPLID: _____

Job Title: _____
 Current New

Position #: _____

Current New
 UMPSA
 Non-Represented

**The following materials were received by Human Resources and used in the Salaried Classification Review process:
(Check all that apply.)**

- Completed RSCR and PDQ signed and dated by both employee and supervisor.
- New Job Description signed and dated by both employee and supervisor.
 - The new Job Description was provided with the RSCR & PDQ submission.
 - The new Job Description was requested by HR on _____.

Human Resources has reviewed all the materials submitted and has made the following determinations:

- There has been no *Significant Change in Duties and Responsibilities*⁽¹⁾ for this position.
- There has been a *Significant Change in Duties and Responsibilities*⁽¹⁾ for this position. The Job Family, Point Factors and/or Salary Grade have been changed as follows:

	Family (1-19)	K (1-6)	License / Certification (Yes or No)	S (1-5)	I (1-6)	C (1-5)	W (1-4)	SP (1-7)	FR (1-4 Y or N)	Total Points	Salary Grade (01-10)
Current	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Revised	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

All fields
must be
completed.

- The following Minimum, Midpoint and Maximum values for the applicable Salary Grade, as a result of the RSCR, are as follows:

Minimum	Midpoint	Maximum
\$ _____	\$ _____	\$ _____

- The employee's position warrants the minimum of a 5% salary adjustment. The following adjustment will be made: (Check only one.)
 - Employee will receive the minimum 5% salary adjustment resulting in placement above the minimum and no more than the maximum of the salary band.
 - Employee will receive a 5% salary adjustment resulting in placement above the maximum of the band. (*Employee's hire date must be prior to 01/01/2005.*)
 - Employee will receive less than a 5% salary adjustment. (*The University must provide the Association⁽²⁾ with information concerning the exceptional nature of the circumstance.*)
 - Employee will receive a salary adjustment resulting in placement of at least the minimum and no more than the maximum of the salary band.

Increase: _____ % New Monthly Salary: \$ _____ Effective Date:⁽³⁾ _____

Rationale for Decision: _____

Respectfully Submitted: _____
HR Representative *Date*

cc: Personnel File, Employee, Supervisor, and UMPSA⁽²⁾

(1) A *Significant Change in Duties and Responsibilities* is present when either changes will result in 1) increases in at least two factor ratings on the PFI and at least a 10% increase in the point value of the position, or 2) a change in Job Family assignment that affects the salary band.
 (2) If employee is a represented professional, send the form to the Chair of the Salary Committee, MEA, 1349 Broadway, Bangor, Maine 04401.
 (3) Any change shall become effective on the date the completed review request was submitted by the employee to the appropriate supervisor.