

About the Document

name	CP-HR-3590-M. Request & Justification for Compensation Adjustment Form
owner	HR
access & use	Restricted to HR
what it is	<p>A form that proposes and quantifiably justifies a compensation adjustment.</p> <p>Used for:</p> <ul style="list-style-type: none"> ◆ Supporting or opposing a request for compensation change, or red-circling, outside of the normal compensation review period ◆ Recommending a temporary or on-going salary increase/decrease, acting pay, an ad hoc bonus, or red-circling
who uses it	<ul style="list-style-type: none"> ◆ HR modifies the form to create a new form for each staff member whose compensation is under review ◆ HR and senior management review the form details and make the final decision
used with	<ul style="list-style-type: none"> ◆ <i>CP-HR-3590-E. EXAMPLE. Request & Justification for Compensation Adjustment Form</i> ◆ <i>CP-HR-3580-R. Salary or Title Change Confirmation Letter</i> ◆ <i>CP-HR-3610-R. Bonus Incentive Plan Payment Confirmation Letter</i> ◆ <i>CP-HR-3600-R. Salary Increase Decline Letter</i>

Why This Process is Important

Completing this form ensures that appropriate research has been conducted before a compensation adjustment is requested. The form also ensures that the compensation adjustment request is presented in an organized and succinct manner, and provides a paper trail for the employee's records.

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3. Forward a copy of the letter to Payroll, for payment and benefit change processing (as applicable).
4. File a copy of the letter in the employee's file.

If the request is denied:

1. If the request came from the employee and is denied, create the following letter:
 - *CP-HR-3600-R. Salary Increase Decline Letter*
2. Meet with the employee in person to communicate the reasons why the request has been denied, and to present the letter. (This meeting may be conducted by the employee's manager.)
3. File a copy of the letter in the employee's file.