

# REQUEST FORM

**In-Range Progression**

**Bonus**

**Stipend**

**STEP 1:** Please provide a written justification/rationale for the recommended in-range progression, bonus, or stipend increase based on the criteria provided in the guidelines. Attach justification/rationale to this completed form and submit the entire packet to Human Resources Management (HRM). If there has been a significant change in responsibilities, please provide a revised position description.

**STEP 2: Complete the following information.**

Employee's Name: \_\_\_\_\_ Classification: \_\_\_\_\_

Department: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_

Amount/Percent Recommended: \_\_\_\_\_ Budget Funding Source: \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor Title Date

**STEP 3: Dean or Director:** (Please complete this section and submit to the Vice President for further recommendation)

Recommended  
Not Recommended

\_\_\_\_\_  
Signature of Dean/Director Date

**STEP 4: Vice President:** (Please complete this section and submit to HRM for approval)

Recommended  
Not Recommended

\_\_\_\_\_  
Signature of Vice President Date

**STEP 5: Human Resources Management:**

Approved  
Not Approved

\_\_\_\_\_  
Signature of Associate Vice President Date  
Human Resources Management