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| **IN-RANGE SALARY ADJUSTMENT due to the RE-EVALUATION OF POSITION(s) – appendix I** |

**Instructions:** *This form is only completed to request continuous in-range salary adjustment for multiple employees receiving additional duties due to a position(s) being eliminated or when a higher level position has been reclassified to a lower level position. If the employee will be performing majority of the eliminated position duties and those duties are at a higher level, please include a* [*Position Review Questionnaire (PRQ) form*](https://hr.unm.edu/documents-and-forms)*. Please refer to policy* [*UAP 3500*](https://policy.unm.edu/university-policies/3000/3500.html)*, Section 4.5 for additional information or contact the* *HR Compensation* *Department. For bargaining unit employees, please refer to the* [*respective collective bargaining agreement*](https://hr.unm.edu/labor-relations/union-information)*.*

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| **Distribution of Duties** |
| Level 3 Org Code:       | Department Org Code:       | Department:       |
| Employee Name:        | UNM ID:       |
| Current Salary:       | Proposed Salary:       | Proposed % Increase:       |
| Position Title:       | Grade:      | Position #:      | Suffix:       | FTE:       |
| In your own words, please provide a list of the additional duties and responsibilities, in enough detail, to give a clear understanding of the work being performed. Indicate the approximate percentage of time you expect your employee to spend on each. Do not include any duties which require less than 5% of the position’s time. Do not outline duties that the employee will continue to perform within scope of their current position.

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|  | **duty/responsibility** | **% of time** |
| 1. |       |       |
| 2. |       |       |
| 3. |       |       |
| 4. |       |       |
| 5. |       |       |
| 6. | Retention of current duties |       |
|  | **TOTAL** | **100%** |

 |
| Reason for selection: *Please provide details on how the employee was selected.*        |

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| **Distribution of Duties** |
| Level 3 Org Code:       | Department Org Code:       | Department:       |
| Employee Name:        | UNM ID:       |
| Current Salary:       | Proposed Salary:       | Proposed % Increase:       |
| Position Title:       | Grade:      | Position #:      | Suffix:       | FTE:       |
| In your own words, please provide a list of the additional duties and responsibilities, in enough detail, to give a clear understanding of the work being performed. Indicate the approximate percentage of time you expect your employee to spend on each. Do not include any duties which require less than 5% of the position’s time. Do not outline duties that the employee will continue to perform within scope of their current position.

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|  | **duty/responsibility** | **% of time** |
| 1. |       |       |
| 2. |       |       |
| 3. |       |       |
| 4. |       |       |
| 5. |       |       |
| 6. | Retention of current duties |       |
|  | **TOTAL** | **100%** |

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| Reason for selection: *Please provide details on how the employee was selected.*        |