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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*](mailto:Comp@unm.edu?subject=In-Range%20Salary%20Adjustment%20Due%20to%20the%20Re-Evaluation%20of%20Position(s)%20Question) *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.   |  |  |  | | --- | --- | --- | |  | **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.   |  |  |  | | --- | --- | --- | |  | **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.* | | | | |