To: [UAF HR Consultant]

Through: [Dean/Director/Department Head]

From: [Supervisor]

Date: [Date]

Re: Request for In-Grade Step Movement [Employee Name, UA ID]

[TEXT]

*Request for an in-grade step movement should be written by the supervisor and explain in detail the reason for the request to include specific examples. In-grade step increases are typically granted for sustained exceptional performance and professional or career growth within a position. In grade step movements may also be used by departments for internal equity and alignment. The employee for which the increase is being requested should have a current, performance evaluation which reflects their outstanding performance and abilities in their personnel file. In grade step movements will not be approved by HR more than once in a twelve month period. The number of steps requested/approved should take into consideration the employee’s length of service in the position, performance evaluations, professional development achievements, prior salary adjustments, and internal equality/alignment.*

UA Regulation on In-grade Step Movement for Regular Exempt and Nonexempt Staff

R04.05.043.B.

B. Changes to Step Placement

1. In-grade Salary Adjustments

An increase within a grade is an exceptional occurrence and may be granted to address factors which may include internal equity/alignment, sustained outstanding performance, professional or career growth within a position, or retention. Such increases are within the sole discretion of the University and require prior approval as follows:

1. Up to five percent (five steps) in any 12 month period: Requires approval by the MAU human resources director or the chief human resources officer.
2. Exceptions require approval by the chief human resources officer, based on the recommendations of the appropriate chancellor and MAU human resources office.

In-grade adjustment requests require written justification, including documentation of exceptional performance.