

Compensation Change Request Form

The Research Foundation for SUNY (RF) must comply with the equal pay provisions of the Fair Labor Standards Act (FLSA) of 1938 (as amended), the Equal Pay Act of 1963, Equal Employment Opportunity laws and New York State labor laws. The equal pay provisions of these laws prohibit wage differentials in the same establishment for positions which require equal skill, effort, and responsibility and are performed under similar working conditions. To comply with applicable laws, the Research Foundation established a position classification system for its employees to maintain salary and wage equity as well as consistency in the treatment of RF employees. To comply with RF policy and applicable legislation, we developed the following campus procedure that will:

1. Ensure that employees are properly classified/compensated
2. Provide a structured approach to the classification/compensation process
3. Ensure equal opportunity and equity in decision making

To initiate a request for any compensation change, please complete this form and submit to rfhr@binghamton.edu for review. If the request is approved, the supervisor/PI will be notified and advised as to when they can submit the electronic appointment form (e-Form) through MyBinghamton. DO NOT complete or submit any appointment forms or notify employees of the proposed changes without formal RFHR approval of this form.

Employee Name: _____ Department/Program Name: _____
 Current Title: _____
 Current Salary: _____ Proposed Salary: _____

Proposed Change Type

Please select all that apply and specify the percentage or dollar amount for each component:

Across-the-Board:
 (as defined by the RF Annual Corporate Salary Plan, may also be considered as "cost of living" increase)

Merit: _____
 (as defined by the RF Annual Corporate Salary Plan)

Equity:
 Increase is intended to bring the employee's compensation into alignment with market value or the RF's internal equity

Retention:
 A *specific* form of equity used to retain talent by bringing their compensation into closer alignment with market value (though not necessarily with internal equity)

Sponsored Program Increase:
 Increase is specifically designated for this individual or position in the budget of the funding for this employee.

Temporary Increase due to Additional Responsibilities:
 Increase is intended to compensate and employee for accepting additional responsibilities within their department/program for a specific period of time. In the Justification field below, specify the responsibilities being added, the anticipated duration of the additional workload (specific start and end dates are required), and why this particular employee was selected for this responsibilities.

Justification

Please provide a justification for why you are requesting this compensation change. Examples of justification may include whether the employee has accepted any new responsibilities for this compensation change, whether this change is a permanent increase to the employee's base salary, whether other individuals were considered for this change (if applicable), or why this change exceeds amounts/percentages included in the approved RF Corporate Salary Plan.

Approvals:

PI/Supervisor Signature

Date

RF Human Resources

Date