

**TITLE 42 PERFORMANCE RATINGS AND CHANGES IN PAY**

Below are several examples of how pay would be adjusted depending on a Title 42 employee's current rate of pay and their rating of record. These examples are based on the following ranges of salary adjustments:

- Outstanding – increase of up to 25% of base pay
- Exceeds expectations – increase of up to 15% of base pay
- Fully successful – increase of up to 5% of base pay
- Minimally satisfactory – decrease of up to 20% of base pay
- Unsatisfactory – decrease of up to 20% of base pay

<b>Situation</b>	<b>Initial Base Pay</b>	<b>% Increase/Decrease and Dollar Amount</b>	<b>New Base Pay</b>
John is hired at a base pay rate of \$190,000 in December 2006. In January 2008 he receives an outstanding rating of record for the 2007 performance period. Based on his outstanding performance, John's supervisor decides to give him an increase of 22%. Since the adjustment exceeds 20%, John's supervisor must get approval from the AA-ORD prior to submitting the increase for processing.	\$190,000	+ 22%  + \$41,800	<b>\$231,800</b> ( $\$190,000 + \$41,800$ )
John continues to perform at an outstanding level in the 2008 performance period. His supervisor is limited to giving John an increase of \$21,492 since anything higher than that will cause John's salary to exceed the annual salary cap of \$250,000.	\$231,800	+ 7.852%  + \$21,492	<b>\$250,000</b> ( $\$231,800 + \$21,492$ )
Susie is hired at a base pay rate of \$200,000 in December 2006. In January 2008 she receives a fully successful. Her supervisor decides to give Susie a 2% increase.	\$200,000	+ 2%  + \$4,000	<b>\$204,000</b> ( $\$200,000 + \$4,000$ )
Bob is hired at a base rate of \$215,000 in December 2006. His performance during the year is only minimally satisfactory, so his supervisor may decide to reduce Bob's pay by 10% and obtains approval from the second level supervisor to do so.	\$215,000	- 10%  - \$21,500	<b>\$193,500</b> ( $\$215,000 - \$21,500$ )

**ADJUSTMENT TO BASE SALARY FOR TITLE 42 EMPLOYEE**

In order to authorize an adjustment to a Title 42 employee's base salary based on their annual rating of record, this form must be completed and submitted to the Human Resources Management Division along with the original performance appraisal on which the adjustment is based. The form and supporting documentation should be submitted within 45 days of the end of the performance cycle.

<b>Employee's Name</b>	
<b>Current Base Salary</b>	
<b>Annual Rating of Record</b>	
<b>Percentage Increase or Decrease</b>	
<b>New Base Salary</b>	
<b>Supervisor's Name</b>	
<b>Supervisor's Signature and Date</b>	
<b>Budget Official's Name</b>	
<b>Budget Official's Signature and Date</b>	
<b>For a decrease in salary, the second-level supervisor must complete the two blocks below.</b>	
<b>Second-level Supervisor's Name</b>	
<b>Second-level Supervisor's Signature and Date</b>	
<b>If the requested increase is over 20%, the following four blocks must be completed.</b>	
<b>Lab, Center, or Office Director's Name</b>	
<b>Lab, Center, or Office Director's Signature and Date</b>	
<b>AA-ORD's Name</b>	
<b>AA-ORD's Signature and Date</b>	
<b>HR Specialist's Name</b>	
<b>HR Specialist's Signature and Date</b>	

**SAMPLE -- ADJUSTMENT TO BASE SALARY FOR TITLE 42 EMPLOYEE**

In order to authorize an adjustment to a Title 42 employee's base salary based on their annual rating of record, this form must be completed and submitted to the Human Resources Management Division along with the original performance appraisal on which the adjustment is based. The form and supporting documentation should be submitted within 45 days of the end of the performance cycle.

<b>Employee's Name</b>	John Thomas
<b>Current Base Salary</b>	\$190,000
<b>Annual Rating of Record</b>	Outstanding
<b>Percentage Increase or Decrease</b>	22%
<b>New Base Salary</b>	\$231,800
<b>Supervisor's Name</b>	Edward Cox
<b>Supervisor's Signature and Date</b>	<i>Edward Cox</i> January 23, 2008
<b>Budget Official's Name</b>	Faye Dollar
<b>Budget Official's Signature and Date</b>	<i>Faye Dollar</i> January 24, 2008
<b>For a decrease in salary, the second-level supervisor must complete the two blocks below. The second-level supervisor may also complete these blocks for an increase over 20% .</b>	
<b>Second-level Supervisor's Name</b>	Donald Crenshaw
<b>Second-level Supervisor's Signature and Date</b>	<i>Donald Crenshaw</i> January 24, 2008
<b>If the requested increase is over 20%, the following four blocks must be completed.</b>	
<b>Lab, Center, or Office Director's Name</b>	Steve Mills
<b>Lab, Center, or Office Director's Signature and Date</b>	<i>Steve Mills</i> January 29, 2008
<b>AA-ORD's Name</b>	Cathy Nelson
<b>AA-ORD's Signature and Date</b>	<i>Cathy Nelson</i> January 30, 2008
<b>HR Specialist's Name</b>	Elsie Dinsmore
<b>HR Specialist's Signature and Date</b>	<i>Elsie Dinsmore</i> February 2, 2008