

**BSU STAFF RETENTION REQUEST FY 2017**

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| Date: | School/Department: |
| Name of Staff Member: | Job Title: |
| Current Annual Salary: | Proposed Annual Salary: |
| Requested % Increase:  **All Staff Retention Increases will be reported to the**  **Chancellor’s Office.** | Amount of Increase: |
| Source of Funds: | Effective Date: |
| Adjustment to Salary? (Yes/No) | One-time Payment? (Yes/No) |
| Contact: | Contact Phone Number: |
| Justification for Staff Retention Increase:  Increase requests must include one of the following required supporting documents **attached** to the Staff Retention Request. The staff member must meet the definition of operationally critical staff. **Please check below which option is attached.**  □ A written offer to the employee from another employer; or  □ Written evidence, including e-mail or other correspondence, that the employee is being recruited seriously by  another employer, or a search firm for an employer, at a compensation level likely to exceed the employee’s  current compensation; or  □ Other strong evidence that the institution is at imminent risk of losing an operationally critical staff member  in the absence of a retention adjustment.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department Head/Chair Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean (if appropriate) /Vice President Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Budget Office Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Office of Human Resources Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Vice President for Administration and Finance Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  President Date | |
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