



## Policy 4.56 Special Salary Adjustment

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Compensation

**Effective Date:** March 30, 2007

**Last Revision:** May 07, 2007

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### Overview

A supervisor may request to process a special salary adjustment for an employee to address an internal equity concern, to place an employee's salary more appropriately in the salary range, to recognize the assumption of significant new duties due to the elimination of a job, or to recognize some extraordinary accomplishment or major achievement.

Special salary adjustments must be authorized by the appropriate Vice President, Dean, Director or Department Head before they can be processed by Human Resources.

### Policy Details

A supervisor should submit a written request with justification to the departmental Human Resources Representative.

The Human Resources Representative will review the request and get authorization from the appropriate Vice President, Dean, Director or Department Head to forward the information to the Compensation Department for review.

The Compensation Department reviews the request, resolves any issues or discusses any alternatives, and notifies the Human Resources Representative whether or not the request has been approved.

The requesting supervisor prepares a memo to the employee explaining the reason for the special adjustment and the amount of increase. A Copy is sent to the appropriate compensation analyst and the Human Resources representative enters the increase online as a pay adjustment.

### Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.56>

### Revision History

**No previous versions of this policy were found.**

*encouraged to visit [policies.emory.edu](https://policies.emory.edu) to ensure that you are relying on the current version.*