

**Montana State University
Request for Salary Adjustment for Non-faculty Contract Employee**

This requested salary adjustment is for:

Name _____ Title _____

Department _____ Supervisor _____

The basis for the requested adjustment is (*circle or bold underline the applicable basis or bases*):

- I. Retention
- II. Internal Equity
- III. Non-Base Performance Bonus
- IV. Recruitment Bonus
- V. Other (Specify rationale, e.g. promotion, temporary or permanent reassignment, etc.)

Explanation (*Please address the appropriate provisions of the BOR-approved [salary guidelines](#). Attach a separate memorandum if necessary.*):

Review and Approval (signatures indicate support for this salary adjustment)

Immediate Supervisor Date

Department Head/Director Date

Dean Date

HR/AA Date

Vice President Date

President Date

Commissioner of Higher Education Date