



EAST TENNESSEE STATE
UNIVERSITY

IN-RANGE ADJUSTMENT REQUEST

Date:

*If "other", please explain:

CURRENT FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

Exempt

Non-Exempt

Note: Employees must have received at least "Meets Expectations" on a performance review within the past 12 months to qualify.

SECTION A: JUSTIFICATION FOR IN-RANGE ADJUSTMENT

Summary of Request:

Please identify the section that best corresponds with your reason for requesting an in-range salary adjustment:

- **Section B: Change in Duties**
- **Section C: Professional/Skill Development**
- **Section D: Internal Alignment**
- **Section E: Retention**
- **Section F: Counteroffer**

Please indicate the sections you have completed by checking the corresponding boxes below:

Section B

Section C

Section D

Section E

Section F

SECTION B: CHANGE IN DUTIES

Describe the substantive ongoing changes in duties, responsibilities, and accountabilities (*that still fall within the current job family classification*):

**Attach updated position description.*

SECTION C: PROFESSIONAL/SKILL DEVELOPMENT

Indicate new certifications, licensure, or job-related education/training acquired:

Notate how the new skills are being applied in the current role:

**Attach relevant documentation (e.g., certification, transcript)*

SECTION D: INTERNAL ALIGNMENT

Identify comparable roles within the unit or university and explain any inequities:

SECTION E: RETENTION

Provide evidence of potential retention risks (*e.g., job market competitiveness, internal flight risk*):

*Optional: Attach supporting documentation (*e.g., job postings, turnover data, etc.*):

SECTION F: COUNTEROFFER

Document summary of verbal offer or attach formal offer if available:

SECTION H: SIGNATURES PAGE

Reviewed and Approved Signatures:

Immediate Supervisor/Originator:

Department Head:

Signature:

Signature:

Dean, Respective School/College:

Associate Dean/Associate VP:

Signature:

Signature:

Vice President:

Signature:

SECTION D: HR USE ONLY

Classification Reviewed

Salary Analysis Completed

Meets Policy Requirements

Approved

Not Approved