**TEMPLATE – UPDATED 03/03/14**

**Out-Of-Cycle Memorandum**

Date: Month Day, Year

To: Michael Johnson, Ph.D.

 Dean, COS

From: Chair of the Hiring Unit

 Title

Re: Out-Of-Cycle Raise Request for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a request for an out-of-cycle raise for Employee’s Name in the amount of $\_\_\_\_\_\_\_\_. This raise would represent a \_\_\_% increase, raising their salary to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per year. This raise is based on market comparison/merit/equity issues listed below:

**Counter offer:** Attached is the \_\_\_\_\_\_\_\_\_\_\_\_ [insert organization’s name] offer of $\_\_\_\_\_\_\_\_\_\_\_\_ per year. Our counter offer is justified because…

**Merit:** This employee has demonstrated exceptional accomplishments beyond normal job expectations which are listed below. An out-of-cycle raise is justified because…

**Equity:** This employee is deserving of an out-of-cycle raise because other comparable employees in the same position on campus are receiving a significantly higher salary [See attached documentation of comparison employees]. This out-of cycle raise is justified because…

Furthermore, we have reviewed our financial situation and we are capable of providing funding for this raise plus fringe.

The target implementation date is \_\_/\_\_/\_\_.

*NOTES – SHOULD BE REMOVED FROM TEMPLATE*

*For Faculty - Per Collective Bargaining Agreement and the beginning of a pay period* [*http://www.hr.ucf.edu/web/forms/payroll/Pay\_Schedule\_Deadlines.pdf*](http://www.hr.ucf.edu/web/forms/payroll/Pay_Schedule_Deadlines.pdf)*)*

For all other classifications – beginning of a pay period

Michael Johnson, Ph.D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dean, College of Sciences

Tony Waldrop, Ph.D \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Provost and Executive Vice President