

Salary Justification Examples

For hiring salaries or salary increases resulting from Position Reviews or Off Cycles. In most cases, it would also be helpful to include information about the previous incumbent.

Example 1 Salary Justification – paid relative to similar positions

We propose a salary of \$54,000 for Susan Clark. She has 8 years relevant experience. Below are salaries for other departmental employees in similar positions:

April Jonquil	\$63,000	more complex position, 15 yrs relevant experience
Gary Love	\$59,000	more complex position, new hire, 15 years experience
Susan Dove	\$57,000	more complex position, 8 yrs relevant experience
David Monk	\$54,000	equally complex position, 8 yrs relevant experience
Andrew Flex	\$50,000	less complex position, 11 yrs relevant experience

Because Susan has the same amount of relevant experience as David Moss and the positions are valued the same by the department, it seems appropriate to offer \$54,000.

Example 2 Salary Justification – paid more than similar positions

We propose a salary of \$34,850 for Jack Foley, based on equity within the department. Jack knows the routines of the department, has the skills necessary to perform the job and has 1.5 years relevant experience. Salaries for other departmental employees in similar positions are:

Emily Garden and Joseph Howard, both at \$33,500 with 2.5 years experience. Both will be earning \$34,850 this coming July 1.

Example 3 Salary Justification – paid more than similar positions

We propose a salary of \$35,000 for Patricia Clots because she has 19 years relevant experience and will be providing support to 9 faculty members. Her references were excellent. She is proficient in many computer applications.

Our best comparison: Homer Sears, also an Office/Support Generalist, earning \$33,500, with a similar body of work, 12 years of relevant experience and provides support to 4 faculty members.

In reviewing the salaries of other Office Program Support Generalists within the department we plan to request Off Cycle increases for two other high performing Office Program Support Generalists with similar work load and experience who currently are earning less:

Judy Allen (19.5 yrs)	\$33,500
Mark Matthews (21 yrs)	\$34,000

Example 4 Salary Justification – with no similar position to compare

We propose a salary of \$38,000 for Sheridan Harris who has a Master's degree and 2 years relevant experience. This position is unique in our department; there is no one else with similar responsibilities.

We do have several other exempt level positions. The position being offered to Sheridan is an exempt level position with slightly less responsibility than all of our other exempt level positions. Our lowest paid exempt employee, Michael Stewart, with a Bachelor's degree and no relevant experience, earns \$35,000.