

**UMB Operationally Critical Staff Retention Request**

*Approved Form must be submitted to Human Resource Services - Compensation*

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| Date: | | School/Department : | | |
| Name of Staff Member: | | Employee ID#: | Job Title: | |
| Current Annual Salary: | FTE: | Proposed Annual Salary: | | FTE: |
| Attach Performance Development Program (PDP) form to retention. | | | | |
| Requested % Increase (maximum 10% of annual salary\*):    ***All Staff Retention Increases are reported to the Chancellor’s Office.*** | | Amount of increase: | | |
| Source of Funds:  State  Non-State  Partial State | | Effective Date: | | |
| Adjustment to salary?  Yes  No | | Onetime Payment?  Yes  No | | |
| Contact: | | Contact phone number: | | |
| Justification for Operationally Critical Staff Retention Increase:  To support an adjustment for a Staff employee, retention increase requests must demonstrate that the employee is “Operationally Critical Staff”. Operationally Critical Staff is defined as one of the below criteria. Please indicate below why the Staff employee is Operationally Critical and attach a detailed explanation to the Retention request.  Is in a position in which the institution has experienced retention problems in recent years;  Has specialized or unique skills or experience that could not be replicated by the recruitment of a new employee without: 1) increased compensation costs, or 2) significant disruption to critical operations of the unit in which the individual is employed; or  Where the loss of the employee(s) would cause a loss of federal or other sponsored research funds from contracts and grants or seriously compromise the institution’s ability to compete for sponsored research contracts or grants.  Attach a detailed explanation to the retention request why the employee is operationally critical.  In addition, an Operationally Critical Staff Retention Increase request must include one of the following supporting documents and must be attached to the Operationally Critical Staff Retention Request.  A written offer to the employee from another employer;    Written evidence, including e-mail or other correspondence, that the employee is being recruited by another employer, or a search firm for an employer, at a compensation level likely to exceed the employee’s current compensation; or  Other strong evidence that the institution is at imminent risk of losing an Operationally Critical Staff member in the absence of a retention adjustment.  Dean or Vice President Date | | | | |
| Request & equity reviewed and summary attached 🞎    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Compensation Date | | | | |
| Recommend for Approval 🞎 Recommend to Deny 🞎 Returned for more information 🞎  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Vice President for Finance and Auxiliary Services  and Deputy CFO for Administration and Finance Date | | | | |
| Approve 🞎 Deny 🞎  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  President Date | | | | |