

BSU STAFF RETENTION REQUEST FY 2013

Date:	School/Department:
Name of Staff Member:	Job Title:
Current Annual Salary:	Proposed Annual Salary:
Requested % Increase:	Amount of Increase:
All Staff Retention Increases will be reported to the Chancellor's Office.	
Source of Funds:	Effective Date:
Adjustment to Salary? (Yes/No)	One-time Payment? (Yes/No)
Contact:	Contact Phone Number:
Justification for Staff Retention Increase: Increase requests must include one of the following required supporting documents attached to the Staff Retention Request. The staff member must meet the definition of operationally critical staff. Please check below which option is attached. ☐ A written offer to the employee from another employer; or ☐ Written evidence, including e-mail or other correspondence, that the employee is being recruited seriously 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.	
Department Head/Chair	Date
Dean (if appropriate) /Vice President	Date
Budget Office	Date
Office of Human Resources	Date
Vice President for Administration and Finance	Date
President	Date