

*Template*

Delayed Promotion

In-Range Salary Agreement

[*Employee name*], [*HRMS ID number*], is receiving a promotion on [*date*]. The [*School/Department Name*] agrees to increase the base pay of [*employee name*], by [*dollar amount*]. [*Include statement explaining the delay (funding and/or completion of training). If the delay is due to training, a performance plan or training objective plan must be attached to the agreement]*. The increase in salary of [*dollar amount*] will take effect within twelve months from the date of this agreement *OR* on [*date*] and will be paid through the regular payroll.

This adjustment will be to [*employee name*]’s base pay, and regular personnel rules and procedures apply. [*Employee name*] understands that this adjustment included in salary calculations for retirement (PERA) and overtime purposes. The increase of [*dollar amount*] will be in addition to any base salary increases that occur before the end of the year, i.e. pay for performance increases.

[*Employee name*] understands that failure to complete the expectations outlined in the attached plan may result in the delay or denial of this increase. The [*School/Department*] will complete a performance plan or memo documenting that the expectations or training objectives have been met. [*Employee name*] understands that if [*he/she*] transfers, promotes, demotes or separates from the University of Colorado Denver, the delayed promotional increase will not take place.

The Compensation Policy is incorporated by reference and made a part of this agreement. [*Employee name*] understands that no aspect of granting this award is grievable or appealable. The terms and conditions have been discussed with [*employee name*] and [*he/she*] understands and agrees with them.

Employee Name Employee Signature

Date

Supervisor’s Name/Title Supervisor’s Signature

Date

Dean/Department Head Name/Title Dean/Department Head Signature

Date Approved

Human Resources Signature Date