



Pay for Performance: Classified Staff

To Be Completed by Department

USC ID:	Name: (Last, First, Middle)	Cls/Slt:
Title:	Position No.:	Band: Band Max:
Department:		Dept. No.:
Current Basis:	Base:	Supplement: Total:
Increase Amount:	% Inc:	Base: Supplement: Total:
Last EPMS Review Date:		Date Last PFP Awarded:

Briefly explain the reasons for the salary increase and/or the salary inequity that the increase is intended to correct:

Pay for Performance Criteria

Three or more of the following must be met, one of which must be an overall EPMS rating of "Successful" or above. *Check all that apply.* Also, you may wish to refer to the [Guidelines for Awarding Pay for Performance Salary Increases for Classified Employees](#).

<p>A significant increase in service or productivity through innovation.</p> <p>Demonstrated positive attitude and spirit of service and cooperation.</p> <p>A substantial contribution to the goals of the unit through the performance of special assignments or the provision of exceptional customer service not previously included in performance objectives.</p> <p>The attainment of a higher level of education or professional development related to the current position, or recognized as being otherwise valuable to the department or division.</p>	<p>To correct a salary inequity or salary compression within the unit. Please attach supporting documentation.</p> <p>To address a job market salary discrepancy for the position provided there is consistently high performance. Please attach supporting documentation.</p> <p>Required: A rating of "Successful" or above on the most recent performance appraisal within the last twelve months. Please attach a copy of the EPMS form.</p>
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Accounting Information

Department	Fund	Obj. Class	Analytical	FV	FSO	C	Percent	Amount

Signatures

Dean:	Date:
*Vice President/Chancellor/President:	Date:

*Provost approval is not required for classified employees in academic units on the Columbia campus, unless otherwise indicated by the Office of the Provost.

Human Resources Review & Approval:	Eff. Date:
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Payroll:	Semi: Old:	Semi: New:
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