

## Out of Cycle Review Process

This process covers non-faculty Extension employees.

This process is for salary adjustments that fall outside the annual merit review. It does not include planned, funded and approved increases resulting from:

1. Approved career progression
2. Documented agreements (example: county increases) or previously announced and approved awards for earning degrees, board certifications, or other professional certifications or licenses.
3. Approved and documented increases that are part of an employee's offer of employment.
4. Other compensation-related decisions that may occur due to changes in the law or UT System across the board increases.

Reviews by the deans will typically occur in March, July, and November of each year.

Requests for salary increases will be due to the UTIA HR Director by the first day of the month of the review.

The request letter will be from the Regional Director/Department Head/Director to the Extension dean.

The increase request will include the amount or percentage of the increase, reason for the increase, i.e., increased responsibilities, equity adjustment, etc., justification for the increase, and the funding source or account numbers used for the increase.

Requests will be routed through DocuSign.

1. Include the following signatures in order: Regional Director/Department Head/Director, Dean, Extension Budget Director, and EESD Director.
2. The final signature on the request is the UTIA HR Director.
3. A copy of the signed letter will be sent to the Extension HR consultant.

After the dean's review the UTIA HR Director will sign approving the increase. If the increase is not approved the UTIA HR Director will select "Decline to Sign" and provide the reason for declining in the text box when prompted.

As a final note, it is likely that with the implementation of DASH there will be further changes to the administrative workflow.