

University of Oregon

Annual Salary Increase Exception Form to Include in Merit Pool

Complete and submit this form to hrops@uoregon.edu to request an exception to the guidelines for an annual salary increase. For more information on the annual salary increase process please visit our [Annual Salary Increase](#) web page.

Important: Download this form to your computer first, enter your information, save your document and submit as an attachment to hrops@uoregon.edu.

Employee Name: UO ID Number:

Employee Title: Department: Employee Type:

Supervisor Name: Unit:

Reason Ineligible For Increase:

Written Justification: (please provide information to support inclusion in the merit process)

Contact: Title:

Phone: Email:

VP/Dean Name Email:

Approval Signature:

HR Use Only
VPFA Signature:

For offices outside of the VPFA portfolio, this form must be submitted with a VP/Dean signature. HR Operations will forward this request for final approval.