

## EPA Out-of-Cycle Salary Increase Request Submission and Effective Date Schedule 2008

(when proposed increase is 10% or greater)

| EPAWeb Submission and Attachments Due in OHR * | Submission Due in Chancellor's Office (from OHR) | Date BOT Reviews (required if $\geq 10\%$ ) | Earliest Effective Date if only BOT Review Required | Date BOG Reviews (required if $\geq 15\%$ and $\geq \$10,000$ ) | Earliest Effective Date if both BOT and BOG Review Required |
|--|--|---|---|---|---|
| 12/14/2007                                     | 1/2/2008   | 1/24/2008                                   | 1/25/2008   | 2/8/2008  | 2/9/2008  |
| 2/22/2008                                      | 3/5/2008   | 3/27/2008                                   | 3/28/2008   | 5/9/2008  | 5/10/2008   |
| 4/18/2008 **                                   | 4/30/2008 **                                     | 5/22/2008 **                                | 5/23/2008 **  | 6/13/2008 **  | 6/14/2008 **  |
| 6/20/2008                                      | 7/2/2008   | 7/24/2008                                   | 7/25/2008   | 8/8/2008  | 8/9/2008  |
| 7/25/2008                                      | 8/6/2008   | 9/25/2008                                   | 9/26/2008   | 10/10/2008  | 10/11/2008  |
| 10/17/2008                                     | 10/29/2008                                       | 11/20/2008                                  | 11/21/2008  | 1/9/2009  | 1/10/2009   |

### Notes

\* Supporting documentation for requests which require BOT/BOG approval must **\*both\*** be electronically attached to EPAWeb and submitted in hardcopy to EPA Non-Faculty Personnel (at CB 1045, 104 Airport Drive) no later than the relevant due date. The Chancellor's Office requires original supporting documents for Board submissions.

\*\* Designates request at this time is normally not appropriate, as ARP is 7/1

Effective Date = no earlier than the day after date of last review required (it may be later)

BOT = Board of Trustees

BOG = Board of Governors