The **Salary Adjustment** action should be used to award an increase in salary within the current position and classification. Neither the position number nor the classification title is changing.

The key to selecting the correct action reason is knowing the salary administration policies and specific reason for the adjustment as defined by policy.

The **Salary Adjustment/Salary Adjustment** action/reason should only be used to award in-range adjustments to an EPA employee, temporary employee salary adjustments or employees with H1B visas whose salaries need to be adjustment to the “prevailing wage”.

The **Salary Adjustment/Acting Pay** action/reason should only be used when an employee is staying in their current position but receiving a salary adjustment for temporarily assuming the duties of a higher level position that is currently vacant or while the employee is on an extended leave of absence. The comments section of the form should include the position number, classification title and level of the position for which the person is acting. This reason is differentiated from the **Promotion/Acting Promotion** action/reason by no change in position number. This action is differentiated from the **Salary Adjustment/Temp In-Range for Job Change** by the identification of a higher level position for which duties are temporarily being reassigned. **Salary Adjustment/Temp In-Range for Job Change** is assuming additional duties as a result of a special project or assignment. The employee is not assuming duties that were previously assigned to a now vacant position or while an employee is on LOA.

The **Salary Adjustment/Retention Adjustment** action/reason should only be used to retain an employee who is in a key position that is identified as difficult to recruit and the employee has a bona fide written job offer for an employer outside of state government which provides greater compensation without increased responsibilities. This action cannot create any serious salary inequities and there are no other feasible salary alternatives (promotion, reallocation, range revision, etc.) This type of retention adjustment requires OSHR approval. The **Salary Adjustment/In Range Retention** action/reason should be used for retention adjustments for graded, pilot banded or skill-based paid employees that are in a key position that is identified as difficult to recruit. This is differentiated from the **Salary Adjustment/Retention Adjustment** action/reason by not requiring a written job offer or requiring OSHR approval if the agency has an in-range adjustment plan that includes retention adjustments approved by the Office of State Human Resources. The **Salary Adjustment/In Range Retention** action/reason cannot exceed 10%. In all cases of retention adjustment, the employee must have a performance rating of above good or above satisfactory. The **In Range Retention** reason cannot be used for Career-banded employees.

The **Salary Adjustment/In Range** action/reasons should only be used for graded or skill-based pay employees. **In Range** reasons should not be used for career-banded, EPA or temporary employees. You should use the **Career Progression** action to award in-range adjustments for career-banded employees.