



Salary and Benefits

Prefix Name Surname

Base salary – Request for the PROVOST Academic or COO Professional Approval

1. Purpose

The PROVOST Academic or COO Professional Staff approval is sought for the payment of an agreed salary in excess of 25% of maximum [Position classification, e.g., HEO 10, Level E] base salary to [Prefix Name Surname] for the period [contract start date] to [contract end date].

2. Background and Discussion

[Provide the background and reasoning for seeking to continue payment of a base salary which is over 25% above the maximum salary step of the position's classification. Include:

- Relevant information about the employee (e.g., brief employment history with the University, the skills and/or experience which warrant high base salary, etc)
- Relevant information about the position (explain why there is a disparity between the base salary prescribed by the Enterprise Agreement and the recommended salary, e.g., market rate for similar position in a private industry).
- Other relevant information as appropriate]

The recommended base salary is xx% over the maximum [Position classification] base salary.

Attachments (below)

A: Supporting documentation/emails A

B: Supporting documentation/emails B

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Attachment A

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Attachment B

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