

BYU Library

Promotion Raise Form

- Supervisors can give up to a **\$1.00** raise to recognize a student employee advancing in their responsibilities in the library.
- To qualify, the student must meet one or more of the following requirements:
 - Completes extensive training to take on more advanced responsibilities.
 - Assists with supervising of other student employees, including training, assigning/delegating tasks, making complex decisions for department/unit.
 - Consistently performs job duties significantly more complex and advanced than those delegated to other student employees within the department/unit.
 - Possesses exceptional and relevant skills at the point of hire beyond what is required in the job posting.

Name: _____

BYU ID: _____

Promotion raise amount:

☐ \$0.25 ☐ \$0.50 ☐ \$0.75 ☐ \$1.00 ☐ Other: \$ _____

Supervisors should manage these raises within their existing budget.

Justification for raise:

Supervisor Signature: _____ Date: _____