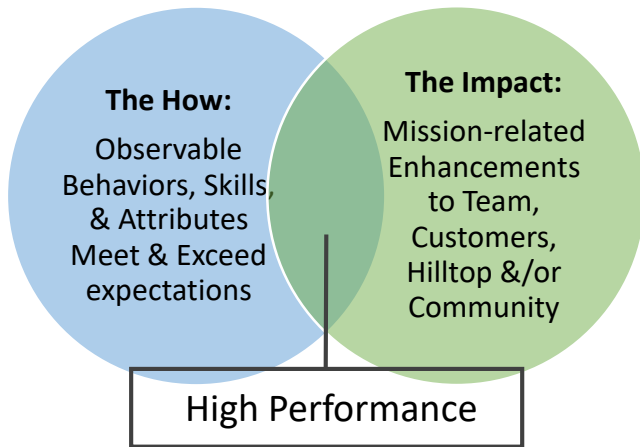




# Special Wage Change Request

Current Employee    Internal Transfer   

<b>Employee Full Name:</b>	<b>Position:</b>	
<b>Department:</b>	<b>Current Salary Review Date:</b>	
<b>Hire Date:</b>	<b>Wage Classification:</b>	
<b>Wage Range:</b>	<b>Current Wage:</b>	
<b>Wage Requested:</b>	<b>Percentage Increase:</b>	
<b>Monthly Cost:</b>	<b>Effective Date:</b>	



Special wage change requests are considered based on specific **behaviors, skills and/or attributes** linked to our **values** and/or the **job's essential functions** that **exceed expectations** and lead to a **substantial mission-related impact**.

Please complete the following with your People Ops Business Partner.

## Step 1: Essential Job Functions Review

Review Job description to determine if employee's demonstrated behaviors, skills and attributes meet or exceed Performing Level for all values.

Performs All Essential Functions

\_\_\_\_\_  
S's Initials    BP's Initial

## Step 2: Values Review

Review Values Matrix to determine if employee's demonstrated behaviors, skills and attributes meet or exceed Performing Level in all essential functions.

Performs All Values

\_\_\_\_\_  
S's Initials    BP's Initial

### Step 3: Areas of Excellence

List the values and/or job function areas of excellence:

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Describe in detail the observable behaviors, skills, and/or attributes that demonstrate these areas. Specify how these are DIFFERENT than those of others in similar positions.

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### Step 4: Mission-Related Positive Impact

Describe in detail the substantial mission-related impact(s) the behaviors, skills and attributes described above have on the team, customers, Hilltop and/or the community.

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### Step 5: Approvals

Title	Printed Name	Signature	Date
Supervisor/ Manager			
PeopleOps BP			
Ops Director			
Senior Leader			