

Ask for a raise.

A practical route: prepare a specific request, approach the right person and leave with a response date.

1. Build your case

Write your current base rate, requested increase and effective date. Bring examples of added responsibilities, experience, certifications, shift demands and recent comparable job postings.

2. Price the request

Hourly increase x actual annual paid hours x workers included = additional annual wages.

Example: \$2 x 2,080 x 1 = \$4,160. Taxes, benefits and overtime can add cost. Do not assume full-time hours for every worker.

Who should you approach?

Individual request

Start with your direct manager or unit leader. Ask who has authority to approve a base-pay change and involve HR compensation for the pay band and review process.

Union-represented workplace

Start with your steward or bargaining representative and follow the contract process. A manager may not be able to change negotiated rates independently.

Group request

Agree on the group, amount and evidence. Choose representatives and request a meeting with the department leader and HR compensation. Ask who must approve it.

If it stalls

Use the established HR or employee-relations review route. Ask for the actual decision-maker, a written reason and the next review date.

Be specific. Be prepared.

The public report may lead with executive pay. Your meeting should lead with the change you are asking for and the evidence supporting it.

Before

Request a scheduled pay discussion, preferably before budget or review decisions. Confirm the employer and pay band. Use current, comparable jobs; public filings may lag and may cover many hospitals.

During

State the amount and effective date. Explain your responsibilities and comparable pay. Ask what criteria will decide the request. Use the hospital filing to ask about budget claims, without calling surplus or net assets available cash.

Before you leave

Agree on who will review the request, what additional evidence is needed and when a written response will arrive. If there is no decision, ask for a concrete next step.

A request you can adapt

Say or send

I am requesting an increase of \$[amount] per hour, effective [date], based on [responsibilities, experience, workload and comparable pay]. At [hours] paid hours per year, this adds \$[annual wages], before employer taxes and benefit changes. Where am I in the pay range, what criteria decide this request, and who approves it? Could we meet by [date] and agree on a written response date?

Follow up in writing

Thank you for meeting. My request is [amount/date]. We agreed that [person] will review [evidence] and respond by [date]. Please correct anything I misunderstood.

A group can change "I" to "we" and state exactly who is included. Compare a permanent base-pay increase with a one-time bonus separately.

When the answer is no.

Acknowledge the part that is true, then ask for the missing evidence or next decision.

They say: There is no budget.

You can reply: What specific constraint prevents this request? Please show the recurring cost, budget assumptions and next decision date.

They say: You are already at market pay.

You can reply: Which employers, roles, shifts, experience levels and dates were compared? Where am I in the pay range, and what moves me to the next level?

They say: Executive pay is a different market.

You can reply: I understand the roles differ. My request rests on responsibilities, comparable pay and retention. What evidence and approval are needed for this amount?

They say: Reserves cannot fund permanent raises.

You can reply: Agreed. Please test the recurring cost against a three-year operating forecast. Separate restricted funds from other commitments and avoid assuming turnover savings.

They say: Wait until the annual review.

You can reply: What can be reviewed now, who can approve an exception, and on what date will I receive a written decision?

They say: We can offer a one-time bonus instead.

You can reply: Thank you. What would the recurring base rate be afterward? Can we compare the annual value and agree on a date to revisit base pay?

Keep the record useful

Save your request, source dates, agreed next step and response. Do not include patient identifiers or coworkers' private information. Staffing or immediate safety concerns also need the appropriate safety-reporting channel; do not wait for a pay meeting.

Workplace rights depend on your role and employer. The NLRB describes rights to act together about pay for covered employees; important exclusions apply. Ask a union or qualified adviser about your circumstances.

[NLRB employee-rights guide](#) | [CashPayMed full raise worksheet](#)