Competitive Salary Offer

An employee who has submitted a formal written resignation, accepted by the agency, to obtain a position outside of the classified service with the same duties for greater compensation may be eligible for a one-time salary adjustment.

		YES	NO
1.	Has the employee submitted a formal written resignation and has the appointing authority accepted the resignation?	☐	☐
2.	Has the appointing authority verified that the employee has submitted **a bona fide written offer** of employment with the same duties for greater salary from a State agency exempt from the pay plan and salary regulations of the Division of Personnel, or an organization outside of state government?	☐	☐
3.	Are there any current employees with substantially equal qualifications who can fill the position?	☐	☐
4.	Would the adjustment create a salary inequity as described in subsection 5.e of the Pay Plan Policy?	☐	☐

If you answered "NO" to questions 1 or 2, the employee is not eligible.
If you answered "YES" to questions 3 or 4, the employee is not eligible.

STOP

If you answered "YES" to question 1 and 2, and "NO" to questions 3 and 4, the employee is eligible. Complete the Pay Plan Policy Request for Approval Form. Attach the following documents along with any additional information requested by the Division.

— Copy of the bona fide offer letter to the employee, signed by company/agency representative.

— The employee's resignation letter.

— The resignation acceptance letter signed by the appointing authority.

— The salary that would be offered to an applicant/employee if newly hired to the position.

— Certification that there are no current employees with substantially equal qualifications who can fill the position.

— Certification that the salary adjustment does not create salary inequities as described in 5.e of the Pay Plan Policy.

— Certification that there are no current employees with substantially equal qualifications who can fill the position.

— Completed Comparison Spreadsheet listing all employees in the organizational unit, their monthly salary, their education and experience, and State tenure.

Regardless of eligibility, an in-range adjustment is discretionary.

Please refer to the Pay Plan Policy (D. 5. Competitive Salary Offer) for full details regarding this action.