

Retention Incentive

An appointing authority may recommend an in-range salary increase of up to 10% of current salary to all employees in a job classification, within the agency defined organizational work unit, for which documented salary non-competitiveness has been established.

		YES	NO
1.	Has the appointing authority submitted documentation to the Director documenting the reasons for requesting the retention incentive?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “No” to question 1, the employees in the classification are not eligible.

STOP

If you answered “YES” to question 1, the employee is eligible. Complete the Pay Plan Implementation Request for Approval Form. The following documents to be attached along with any additional information requested by the Division:

- _____ A report of salary non-competitiveness evidence by recruitment initiatives, number of qualified applicants, applicant contact results.
- _____ Turnover rate and reasons for separation for the previous 12 months.
- _____ The number of filled and vacant positions in the organizational unit, and the affected job class or classes.
- _____ Any relevant compensation standards such as average, mean and/or median salaries, any recruitment initiatives the agency has used, the number of internal applicants and eligible on the register(s) and contact results, and tenure in class for the employees in the job classification.

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

Please refer to the Pay Plan Policy for full details regarding this action.