



PLEASE SUBMIT WITH THE SALARY PROPOSAL REQUEST FORM

Date: _____

Name: _____

Job Classification: _____

Work Location: _____

Email Address: _____

Work Phone: _____

Cell Phone: _____

PLEASE ATTACH A DETAILED EXPLANATION of the problems experienced in your classification as well as the justification and support for a special salary adjustment. Each request should focus on at least one of the following areas: recruitment, retention, significant change in job duties, or inappropriate supervisory differential. You do *not* need to cover all four – just the one(s) that are relevant to your classification. Here are some tips/guidance of things to include depending on what the basis for the request is: (**PLEASE NOTE** – Any job classification seeking a special salary adjustment must support the request with proof. During the recent SSA process for FY 19, the Commission and personnel staff recommended approval primarily for requests based on recruitment and retention. It is very difficult to prove new duties and responsibilities that fall outside of the scope of the classification)

- For recruitment issues, include any available data about the hiring process for the classification (how long and why have positions gone unfilled; how many candidates were on the list/responded/ interviewed/turned down a job offer; how well qualified are applicants; etc)
- For retention issues, include any available data about turnover in the classification (dates and names of individuals who have left, reasons for leaving, why a salary increase would help, how the salary compares to other public and private sector agencies, etc)
- For significant change in job duties, the change must be in complexity, not quantity (increased workload alone is not a basis for the Commission to recommend a salary change) – include any new complex duties/tasks, new performance standards, new skills that are needed as a result of the change and the training and education required to obtain the new skills.
- If the request is based on inappropriate supervisory differential, identify which class(es) your classification supervises and the current differential – Personnel Department guidelines (which are not set in stone) are that the supervisor differential should be anywhere from 5% to 15% depending on the class being supervised
- New Class: why is a new class needed? How have your duties changed and why do they fall outside the scope of your current classification?

Return this form to Kelly Cruz at kcruz@sdmea.org no later than **Thursday, June 28, 2018**. Requests received after June 28th will not be eligible for this year's Civil Service Commission process!