



## Special Salary Adjustment (SSA) 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 address all four* – just the one(s) that are relevant to your classification. Here are some tips/guidance of things to include depending on the basis for the request:

- Recruitment: 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 many well qualified applicants are applying; etc).
- Retention: *Excluding* retirements and promotions, include any available data about turnover in the classification (dates and names of employees who left, reason for leaving, how a salary increase will help, how the salary compares to other public and private sector agencies, etc).
- Significant change in job duties: The change must be in complexity, not quantity (increased workload alone is not a basis for the Commission to support a salary change) – include any new complex duties/tasks, new performance standards, new skills that are needed, etc.
- Inappropriate supervisory differential: Identify which class(es) your classification supervises and the current differential – advisory Personnel Department guidelines are that the supervisor differential should be anywhere from 5% to 15% depending on the class being supervised.

Return this form and related materials to MEA by **Thursday, June 30, 2016** – Requests received after June 30 will not be eligible for this year's Civil Service Commission process