



PLEASE SUBMIT WITH THE SALARY PROPOSAL REQUEST FORM

Date: _____
Name: _____
Job Classification: _____
Department/Division: _____
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. **Examples of successful SSA proposals and SSA proposals that were extremely comprehensive but unsuccessful are linked on MEA's website with the E-blast.**

- 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; etc) If the open hiring is not getting enough applicants who meet the minimum qualifications of the position, then it is a Recruiting Problem.
- For turnover issues, include any available data about turnover in the classification (dates and names of individuals who have left, reasons for leaving, how the salary compares to other public and private sector agencies, etc). If you can, get letters from employees who have left stating it was because of salary.
- For significant change in job duties, the change must be in complexity, not quantity. Some items that would qualify under this header would be a classification supervising (responsible for the EPR and day-to-day functions) subordinates where before the classification was not a supervisory one, or some other large significant change that consumes a significant portion of your day (30%+ for example). A change in technology is most often not a significant change in duties and responsibilities.
- If the request is based on inappropriate supervisory differential, if you supervise a classification that makes more than you per hour that may be an inappropriate supervisory differential. Also, if the differential between you and your highest-level subordinate is significantly less than 5%, that may be an inappropriate supervisory differential. **This is only determined by base compensation.** For the SSA process, the Supervisory Differential issue is **not based on add-on or certification pays.**
- 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, along with your completed proposal, to Nick Wright no later than Tuesday, June 11, 2021.
Requests received after June 11th will not be eligible for this year's Civil Service Commission process!

No. _____

SALARY PROPOSAL REQUEST FORM

INSTRUCTIONS: Submit only one proposal per form. Each proposal should contain specific justification as requested below. Proposals requiring Mayoral review must be submitted to the Human Resources Department by **July 6, 2020**. All proposals must be forwarded to the Personnel Department no later than **July 13, 2020**. **LATE PROPOSALS WILL NOT BE ACCEPTED.** Individual employees **cannot** submit a proposal for their own position or on behalf of a group of employees or an entire classification.

PROPOSAL: Please indicate the type of salary proposal by placing a check in the appropriate box below.

Special salary adjustment for existing classification(s):

List classifications(s) _____

Current Monthly Salary (Step E) _____ Percentage of Adjustment _____

Basis for adjustment: (Check appropriate box[es] below and attach additional pages as needed.)

- Significant change in duties and responsibilities (Please describe in detail.)
- Inappropriate supervisory differential.
- Turnover (Indicate the number of individuals who have left along with names, dates, and reasons for leaving, if possible.)
- Recruiting problems (Provide a detailed explanation of problems experienced.)
- Other _____

New Classification:

Proposed classification title _____ Proposed monthly salary _____

Basis for request: Explain below why a new classification is necessary and how the duties of the proposed new class differ from those of existing classes.

Deletion of Existing Classification:

Classification title _____

Basis for request: Explain below why this classification is no longer needed.

Title Change:

Current title of classification _____

Proposed new title _____

Basis for request: Explain below why the proposed title is more appropriate than the current title.

SUPPORTING JUSTIFICATION FOR PROPOSAL: It is your responsibility to provide detailed and specific documentation to support this request. Unless detailed justification is submitted to support each of the items checked above, the Civil Service Commission may deny the request to study the proposal. Attach additional pages if more space is needed.

Proposed by: (Please print name) _____

Title _____

Date _____

Department Head or Employee Organization _____

Signature _____

Date _____