



**SECTION 1: POLICY INFORMATION**

<b>AGENCY</b>		<b>PERSONNEL AREA(S)</b>	
<b>APPROVAL TYPE</b>	<input type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT		
<b>PARAMETER</b> Criteria of SER (Examples Below)			
If SER is for a certain location or division, such as LEGAL DIVISION. If there is <u>no parameter</u> – N/A			
<b>REQUESTED EFFECTIVE DATE</b>			
<b>AGENCY CONTACT NAME</b>		<b>AGENCY CONTACT NUMBER/EMAIL</b>	

**SECTION 2: JUSTIFICATION**

Please provide details on the reason for this request. *If additional space is needed, the agency may attach a separate document including additional justification/reasoning for the request.*

**SECTION 3: REQUEST DETAILS**

Please list all job titles for which this request is being made, including all required information in the table below (see example in grey):

Job Title	Job Code	Pay Level	Parameter	Current Min. Hourly Salary	Proposed SER Hourly Salary
State Job 1	123456	AS 621	Pipelines Division Only	\$28.58	\$34.26
State Job 2	789101	AS 622	Call Center Only	\$30.58	\$36.66

**SECTION 4: CORRESPONDING ADJUSTMENT**

Do you plan on giving a corresponding adjustment for current full-time employees (check one)?  YES /  NO  
 Do you plan on giving a corresponding adjustment for current WAE employees (check one)?  YES /  NO

If "YES," please provide the information in the table below (example in grey):

Job Title	Proposed Corresponding Adjustment %
State Job 1	10%

**SECTION 5: RECRUITMENT DATA**

Please provide applicant pool and recruitment data for the affected job title(s) during the last fiscal year (FY).

Job Title	# of Postings	# of Applicants on the Eligible List	# of Applicants Interviewed	# of Job Offers Made	# of Job Offers Accepted	Number of Positions		Salary Requested
						Filled	Vacant	

What attempts have you made to enhance recruiting (i.e., ads, specialized branding for job postings, job fairs, hiring events, training, etc.)?

**SECTION 6: OTHER PAY MECHANISMS**

Please list all pay mechanisms already in effect for each job title in the table below:

Job Title	Premium Pay Rate & Reason	Shift Differential	On Call	Optional Pay Difficult to Recruit