

FLEXIBLE HIRING RATES

Excluded Managerial Compensation Program (EMCP)

Date:

Department:

Check one:

- New hire
 Transfer or promotion of an existing employee
 Equity adjustment for an existing employee in a comparable position
 Retention adjustment for an existing employee (copy of the offering agency letter is required)

To:

Appointing Authority

Via:

Departmental Personnel Officer

From:

Recommending Supervisor/Manager

1. Request approval to use the Flexible Hiring Rates Policy for:

Name:

Class Title:

Jobcode:

Position No.:

Division:

Branch:

2. For existing employees only:
Existing monthly pay rate:
Shortage differential (SD), if applicable:
3. Recommended monthly pay rate:
SD, if applicable:

For retention adjustment: #4 – 8 optional, skip to #9.

4. Minimum Requirements

Document the applicant's education and work experience that meets the minimum requirements. *Attach additional sheets if necessary.*

Education:

Experience

Employer:

Position title:

Dates of employment: to
Length of employment: years, months
Duties and responsibilities:

Employer:
Position title:
Dates of employment: to
Length of employment: years, months
Duties and responsibilities:

5. Selective Certification

Document the applicant's education and work experience that meets selective certification requirements, if applicable. *Attach additional sheets if necessary.*

Check here if no selective certification

6. Excess Creditable Experience

Document work experience that is being used for years of excess creditable experience. *Attach additional sheets if necessary.*

Employer:
Position title:
Dates of employment: to
Length of employment: years, months
Duties and responsibilities:

Employer:
Position title:
Dates of employment: to
Length of employment: years, months
Duties and responsibilities:

7. Justification

Explain how the recommended rate was determined based on the excess creditable experience and P & P 201.009 Flexible Hiring Rates Policy. Please include the following factors that are relevant to the position that the applicant possesses: education, training, certification, work experience, knowledge, skills, abilities, competencies, and performance.

8. For new hires, transfers, and promotions only:
Does the recommended total compensation (base pay + SD, if applicable) exceed the total compensation of existing employee(s) in comparable position(s) in the relevant work unit(s) with similar or greater education, experience, knowledge, skills, abilities, and competencies?

Yes No

If yes, explain the rationale for recommending a rate higher than the existing employees' pay.

9. OPTIONAL: Calculate the additional cost.

<u>Proposed Compensation Using the Flexible Hiring Rates Policy</u>	
\$	Base pay
+ _____	*Plus SD (if applicable, see asterisk below)
\$	(A) Proposed total compensation
<u>Compensation Without the Flexible Hiring Rates Policy</u>	
(Check one box)	
\$	<input type="checkbox"/> New Hire - Salary range minimum
	<input type="checkbox"/> Transfer or Promotion - Compensation Adjustment
	<input type="checkbox"/> Equity/Retention Adjustment - Existing Pay
+ _____	Plus SD (if applicable)
\$	(B) Total compensation
\$	(C) Additional cost per month (A – B)
\$	Additional cost per annum (C*12)

*Please use the following formula to calculate the SD.

$$\left[\frac{(\text{Max} * (\text{New Base} - \text{Min})) + (\text{NES} * (\text{Max} - \text{New Base}))}{\text{Max} - \text{Min}} \right] - \text{New Base}$$

