

POLICY STANDARDS

Requirements for Market Grade Adjustments under Civil Service Rule 6.8.1 include the following:

- The State Civil Service Commission must approve all proposed Market Grade Adjustments; these changes require ratification by the Governor prior to implementation.
- Agencies requesting the use of Market Grade Adjustments must submit documentation showing widespread and extensive recruiting and retention problems, which are inclusive of employee turnover rates greater than the state turnover average. This documentation should also include salary data from competing organizations and exit interview statistics.

IMPLEMENTATION GUIDELINES

- Market Grade Adjustments cannot be limited to certain positions, locations or agencies; implementation must include all employees in the specified job title, statewide.