

Department of Human Resources
Compensation Management
144 State Street
Montpelier, VT 05620-1701

REQUEST FOR MARKET FACTOR REVIEW

Contact Information	
Requestor:	Department:
Address:	
Email:	Phone:

Job Class Information	
Class Title:	Pay Grade:
Request Type: <input type="checkbox"/> New Market Factor Adjustment <input type="checkbox"/> Review/Revision of Current Market Factor Adjustment	

Required Documentation
<p>You <u>must</u> include all required documentation with this request. Please refer to Personnel Policy 12.3 for more details.</p> <ul style="list-style-type: none">✓ The number of filled and vacant positions in the job class and any associated classes within the agency/department.✓ Information on the classification history of the job class requested for review. For example: dates and results of most recent classification review and the effect on recruitment.✓ A copy of the current approved Job Specification.✓ Unique or special skills, training, education, or experience required of incumbents in this class.✓ A history of recruitment/turnover activity for the entire two years preceding the date of the request to include turnover history, the quantity and qualifications of applicants, what recruitment actions have been taken and their results, and the amount of time positions have remained vacant during active recruitment.✓ The geographic market area that is used for recruitment of the job class requested for review (local, state, regional, national).✓ Source and availability of continuing funds that would support the requested MFA.✓ A narrative statement outlining how the documentation supports a case that there are significant compensation-related recruitment and/or retention issues for the job class requested for review.

Signature of Appointing Authority

Date