

# Edmonds College Critical Position Retention-related Salary Increase Approval Request

Use this form to request approval to provide a retention-related salary increase for a professional staff employee holding a position that is critical to the functioning of the requesting unit. As provided in Substitute Senate Bill 6382 (SSB 6382), the retention increase must be paid for within existing funding and cannot adversely impact the provision of client services.

The College must report all retention increases authorized under SSB 6382 to the Legislature no later than July 31, 2011 detailing the positions for which salary increases were granted, the size of the increases and the reasons for giving the increases. *In compliance with legislative mandates, EC HR will use selected information from this form to report critical retention salary increases to the legislature.*

**Complete the form below by providing the following information:**

- PART A - Confirmation that the requested retention increase can be paid for within existing resources and will not adversely impact the provision of client services.
- PART B – Explain this position’s designation as critical for your organization, and why it is essential to retain this employee.
- PART C - Obtain approval for the requested retention increase from the dean, vice president, or major organization designee. The approval may be in the form of a signature or an email response.
- Attach this completed form to the Personnel Action Form (PAF), include the signature of approval specified in PART C, and submit all documents to the VP for HR.

**Review and Approval:**

The VP for HR will review retention increase requests based on the need to retain the employee in the critical position.

Upon HR approval of the request, confirmation will be emailed to individuals listed in Section G – Approvals of the Personnel Action Form (PAF).

EMPLOYEE/POSITION INFORMATION			
Last Name:	First Name:	MI:	Employee ID:
Home Department Budget #:	Home Department Name:		
PART A – Funding Availability and Impact Confirmation			
<input type="checkbox"/> This salary increase can be paid within existing resources and will not adversely impact the provision of client services.			
PART B - Criticality of Position/Need for Retention			
<b>This employee is critical to the organization because the employee:</b>			
<input type="checkbox"/> Has specialized skills or knowledge that are critical to the organization that would be difficult to replace			
<input type="checkbox"/> Has skills and/or knowledge about the organization’s operations that are critical, and other staff with similar knowledge have been lost to attrition or layoff			
<input type="checkbox"/> Is needed to meet project, grant and/or organizational commitments and cannot be easily replaced			
<input type="checkbox"/> Other:			
<b>Provide detail for the option(s) you selected and describe how the loss of this employee would impact your organization?</b>			
<b>The organization is concerned about our ability to retain this employee because:</b>			
<input type="checkbox"/> The employee is interviewing with or has received an employment offer from a non-EC employer (Name the entity below if known)			
<input type="checkbox"/> The employee’s role in the organization is so critical that a retention increase is necessary to help prevent the employee from seeking other employment			
<input type="checkbox"/> Other:			
<b>Provide detail for the option(s) you selected:</b>			
PART C - Dean, Vice President, or Major Organization Designee			
Name of Dean/Vice President/or Major Organization Designee			Date of Approval:
Signature of Approver (email approval may be attached in lieu of signature)			