

Counter Offer Guidelines

Related Rule/Statute: R2-5A-402. Salary Administration

Issued: December 20, 2012

Effective: December 20, 2012

Applicability: Uncovered employees

Description

Subject to ADOA approval and in accordance with these guidelines, an increase to an employee's base salary may be provided in response to a verified job offer in order to retain a high-performing employee in the same position.

Eligibility

- Employees who have been involuntarily demoted or suspended during the most recent performance rating period are not eligible for a Counter Offer.
- Employees must have received a "Meets Expectations" rating or better on each rating factor on their most recent performance review using MAP (the State Personnel System evaluation system) to be eligible for a Counter Offer.
- Elected officials, agency heads appointed for a fixed term of office, interns, pool, or per diem employees are not eligible for a Counter Offer.

Requirements

- Counter Offers are subject to available funding and must be within the agency's appropriation.
- Counter Offers shall be provided without regard to political affiliation, race, color, national origin, sex, age, disability or religious creed.
- If increasing the base salary of an employee would result in a salary level that is greater than the maximum salary of the pay range, the employee's salary shall be the maximum salary of the pay range.

Justification

Agencies shall provide justification for the Counter Offer, documenting the following:

- The business case for retaining the employee, identifying the employee's critical or strategic skills and the agency's need for those skills.
- The impact to the work unit's performance and/or impact to customer service if the position was allowed to become vacant.
- The estimated cost to replace and train a new employee.

Administration

High performing employees who provide a written job offer from another employer may be provided with a Counter Offer upon approval of the ADOA Director. The amount of increase will vary on a case-by-case basis, considering the amount of the bona fide job offer from another employer and considering factors such as the employee's performance, internal equity ramifications, and labor market pay for the type of job and level of work.

Approved Counter Offers are employee-specific and shall not be used as a justification for internal equity adjustments for an entire work group or classification within an agency. Because of this, agencies should carefully consider the organizational impact before making a Counter Offer request.

To submit a Counter Offer request, a completed "Salary Change Request Form" must be submitted to ADOA Human Resources along with a copy of the verified job offer.

Related Forms

Salary Change Request Form