



JOB AIDS AND RESOURCES Market Grade Adjustment Guidelines

The guidelines for Market Grade Adjustments include:

- The State Civil Service Commission must approve all proposed Market Grade Adjustments; these changes require ratification by the Governor prior to implementation.
- Market Grade Adjustments cannot be limited to certain positions, locations or agencies; implementation must include all employees in the specified job statewide.
- 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.
- Pay for employees affected by Market Grade Adjustments is governed by Rule 6.8.1.