



# DAS

DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES

## Agency Equity Review Form

**INSTRUCTIONS:** This form is for employees who do not meet the requirements to appeal the findings of the 2018 Equal Pay Analysis conducted by DAS CHRO. Complete this form and submit it to your agency human resources department. DO NOT SEND THIS FORM TO DAS CHRO, UNLESS YOU ARE A DAS EMPLOYEE.

Employee Information	
Employee Name:	OR Number:
Agency Name:	Current Job Classification Title:
Section or Division Name:	Supervisor's Name:

1. Why do you believe your experience, education, seniority, and/or training (see definitions below) warrants you being compensated at a higher salary step? (2500 character box below)

2. What salary step are you currently?
3. Approximately how long have you been in your position?
4. Approximately how long have you worked for the State of Oregon?
5. What salary step do you believe you should be?
6. If known, what other state employees, who perform comparable work, do you believe you hold similar seniority, experience, education, and/or training and are compensated higher?



**By completing this form, I hereby certify that the information I have included is true and accurate to the best of my knowledge.**

**Definitions (Reference OAR 839-008-0015)**

**Experience** considerations include, but are not limited to, any relevant experience that may be applied to the particular job.

**Education** considerations may include, but are not limited to, substantive knowledge acquired through relevant coursework, as well as any completed certificate or degree program.

**Seniority** system that recognizes and compensates employees based on length of service with the employer.

**Training** considerations may include, but not limited to, on-the-job training acquired in current or past positions as well as training acquired through a formal training program.

**Work of comparable character** means work that requires substantially similar knowledge, skill, effort, responsibility and working conditions in the performance of work, regardless of job description or job title. Note: the state's job classifications often times provide the best means available for determining which jobs constitute work of a comparable character.