



**Employee
Request for
Internal Salary
Assessment**

INSTRUCTIONS: This form may be used for an employee to **request a review from their agency human resources department** of their current salary. Once complete, **employees should submit this form to their agency's human resources department** (this form should not be submitted to the CHRO). Questions can be directed to the agency's human resources department and further details are available in appropriate policy and/or CBA.

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

The State of Oregon uses the following bona fide factors to assess equal pay - education, experience, and seniority system.

1. Please check the bona fide factor(s) you would like assessed:

Education

Relevant prior experience:

- Relevant experience being any past experience, tasks, and duties relevant to a job in terms of skills or knowledge required. It does not necessarily mean that you must have worked in the exact role or had the same job title before.

Volunteer experience, internships, practicums, and residency may also be relevant experience used to determine compensation.

Seniority/Time in Classification

2. Education: If you selected education, please select the highest post-secondary degree you received:

Associate's Degree

Bachelor's Degree

Master's Degree

Education Specialist (EDS)

Doctoral Degree

3. Education: Please describe why your education should be assessed (i.e. you newly obtained, you recently marked “yes” to receiving the degree in your Workday).
4. Relevant Prior experience: Please in your own words, describe your relevant experience that should be assessed and how it is relevant. Please do not copy and paste the classifications specifications as your justification .
5. Seniority/Time in Classification: This is the most recent date you were hired, allocated, reclassified, or moved into the current classification title. Please describe why you are requesting an assessment of your time in classification: (i.e. promoted, new hire, reclassified etc.)?

Employee: By submitting this form, by typing or signing my name below, I hereby certify that the information I have included is true and accurate to the best of my knowledge.