

# Employee Request for Employee Pay Assessment



**INSTRUCTIONS:** This form may be used for an employee to **request a review from their agency human resources (HR) department** of their current salary. Once complete, **employees should submit this form to their agency’s HR department** (this form should not be submitted to the CHRO). Questions can be directed to the agency’s HR department and further details are available on the Equal Pay Website and in the pay practices policy or applicable collective bargaining agreement (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 conduct an employee pay assessment -education, experience, and seniority.

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

Education: Credit is provided for the highest degree received.

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

