

## RETENTION REQUEST

An increase in pay that is awarded to an employee as an incentive to retain them in their current position when the employee has received a bona-fide job offer from another department or employer or there is a high risk that the employee will be recruited or seek employment for a similar position with another employer/department with a higher salary.

<b>Position Number</b>		<b>Commissioners Court Date</b>	
<b>Position Title</b>			
<b>Department Head/Elected Official</b>		<b>Department/Office</b>	
<b>Budgeted Salary</b>			
<b>Requested Salary</b>			
<b>Total Increase</b>			
<b>Total Percent Increase</b>			
<b>Source of Payment</b>			
<b>Terms of Distribution</b>			

**REASON THE PAYMENT IN EXCESS OF THE BUDGETED AMOUNT IS BEING OFFERED TO THE EMPLOYEE, INCLUDING THE PUBLIC PURPOSE THAT WILL BE SERVED BY MAKING THE EXCESS PAYMENT**