

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.

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

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

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