

## 1.7.2 PAY PLAN ADJUSTMENTS AND NEW CLASSIFICATIONS

Agency requests for pay plan and salary adjustments to existing classifications and for the creation of new classifications must be submitted as part of the FY 2017 budget request. Agency requests for pay plan adjustments outside the budget process will be considered only in order to address an immediate necessity that, if not addressed, will significantly impede the agency from achieving its mission, goals, and objectives.

Agencies must complete DA-25A, DA-25B, and DA-25C forms (see [Section 3](#)) when requesting a salary adjustment to one or more job classifications or the creation of one or more classifications in FY 2017. These adjustments must be budgeted in Comptroller Object 0112 - reclassifications. **If an agency has included funding in Comptroller Object 0112 without required supporting documentation, DBM will reduce funding when developing the FY 2017 allowance.**

**DA-25A Form – WORD Document:** This form is used to provide sufficient supporting justification for the request by addressing the following items:

1. Why are the pay plan adjustments or new classifications necessary? Why is this job series critical to the agency or program goals and objectives? The explanation should outline how the current or proposed salary structures will impact the outcomes for the program and/or agency (list the specific Managing for Results goal, objective, and measures).
2. List any alternatives to address the issues that would not require the establishment of a new classification series or salary adjustment. List steps that have been taken to address recruitment and retention issues with existing resources.
3. List the impact of this proposal on other classifications used by the agency.
4. Provide any additional documentation that supports this request.

**DA-25B Form – EXCEL Document:** This form is used by agencies to outline specific positions and costs associated with the request. The following information is required:

1. List **current** grade, step, and salary by PIN to be impacted by the pay plan adjustment.
2. List **proposed** grade, step, and salary by PIN to be impacted by the pay plan adjustment.
3. Outline the fringe benefit costs associated with the proposed pay plan adjustment.

**DA-25C Form – EXCEL Document:** This form is used to summarize costs by program and fund for the agency.

**Requests must be submitted in priority order to Kurt Stolzenbach at the Department of Budget and Management: [kurt.stolzenbach@maryland.gov](mailto:kurt.stolzenbach@maryland.gov).** It is not necessary for agencies to submit duplicate requests to the Office of Personnel Services and Benefits (OPSB). The Office of Budget Analysis works closely with OPSB.