

Date: _____

Ministry: _____

Type of Request:

- New request
- Extension of previously approved request
- Renewal of previously approved request

1. What is the geographic area to which you want to have the retention payment apply? [Headquarters of the position(s)]

2. What is the occupation and level to which you want to have the retention payment apply in this geographic area?

3. How many positions are there in each occupation level in this geographic area?

Vacant:

Occupied:

4. In the past 24 months, how many people have left this occupation/level? (Do not include term employees who completed their term appointments.)

Employee Name	Length of Service in this Occupation/Location	Last Work Day	Reason for Leaving*	Other Pertinent Information

*Reason for leaving:

1. Accepted employment with another employer
2. Accepted another job with the Government of Saskatchewan
3. Retired
4. Other

(To be completed by Ministry)

Appendix A

Last Revised: April 2020
Last Reviewed: March 2013
Next Review:

5. What staffing actions have you taken to recruit to this occupation/level in this area in the past 24 months?

Competition Number (Specify if it is TALEO or Ministry)	Closing Date	# of Applicants	Quality of Applicants**	Successful (Y/N)	Where Advertised	Other Pertinent Information

**Quality of Applicants: 1. Poor 2. Good 3. Excellent

6. Please identify the circumstances resulting in recruitment and retention difficulties.
Increased economic activity in this area due to:

Decreased workforce due to:

Community challenges:

Other:

7. Who are the other employers in this area with whom you compete for employees?

8. What other factors/circumstances need to be taken into consideration?

9. Dates of Service Requirement Period requested (maximum – 12 months in length):

Requested by: _____ Date _____

Reviewed by HRBPT: _____ Date _____

Deputy Minister Approval: _____ Date _____

Request to be sent to the Compensation Unit, Total Rewards Branch, PSC (compensation@gov.sk.ca)