

# Reclamation Manual

Directives and Standards

**TEMPORARY RELEASE**

*(Expires 01/28/2013)*

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## Request for Student Loan Repayment Benefit (SLRB) Justification Template

1. **SLRB Used as a Recruitment Tool.** If the benefit will be used as a recruitment tool, the justification for the benefit must address each of the following:
  - A. **Availability and Quality of Candidates Available.**
    - (1) How many times had the position been advertised?
    - (2) How long did the vacancy announcement(s) remain open?
    - (3) What was the area of consideration used for each vacancy announcement?
    - (4) How many well-qualified applicants were there for each vacancy announcement?
    - (5) How many job offers were made, if any?
    - (6) What is the acceptance rate for applicants?
    - (7) On average, how long does it normally takes to fill this type of position?
  - B. **Turnover Rates for Similar Positions.**
    - (1) What was the reason for the loss of the employees (i.e., retirement, resignation, acceptance of offers from other Federal agencies and/or private industry)?
    - (2) If applicants accepted other offers of employment, what reasons did they give for their declination (i.e., pay or benefits were more than what Reclamation was able to offer)?
    - (3) What efforts were taken to retain these employees?
  - C. **Labor Market Conditions.**
    - (1) Is there a lack of available candidates in the labor market who could, after a reasonable orientation period, perform the full range of duties and responsibilities?
    - (2) What are the salary ranges being offered by other employers for similar positions?

# Reclamation Manual

## Directives and Standards

### *TEMPORARY RELEASE*

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- (3) What are the benefits packages being offered by other employers for similar positions?
- (4) Is this position in a remote or undesirable location or high cost of living area?

#### **D. Qualifications.**

- (1) Does the position require unique or special qualifications/skills? If so, what are the qualifications/skills required?
- (2) Does the selectee possess the unique or special qualifications/skills identified above? If so, provide a description of those qualifications/skills.
- (3) Is the education the student loan funded required for or directly related to the duties of the position he/she currently performs? Please explain.

#### **E. Other Options/Benefits Considered, Requested, and Used.**

- (1) Were other pay or recruitment incentives considered?
- (2) If considered, why were the other incentives not used?
- (3) Have any retention, recruitment, or special benefits been requested for and/or approved for this individual? If so, provide specific details – type, amount, length of Service Agreement.

#### **F. Service Agreement.**

- (1) How long will this person's length of service requirement be? A Service Agreement may be no less than 3 years but management may also recommend it last longer than 3 years.
- (2) If you are recommending more than 3 years, why?

2. **Student Loan Repayment Benefit Used as a Retention Tool.** If the benefit will be used as a retention tool for current Reclamation employees, the justification of the benefit must include the following:

#### **A. Special Skills Required for the Position and the Needs of Reclamation.**

- (1) What are the unusually high or unique skills required for the position?

# Reclamation Manual

## Directives and Standards

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---

- (2) What unusually high or unique qualifications does the employee possess that are required for this position?
- (3) Does Reclamation have a special need that makes it essential to retain this person? If so, explain.
- (4) How would the loss of the employee impact Reclamation's ability to carry out an important activity or perform a function essential to Reclamation's mission?
- (5) What is the turnover rate for this position?
- (4) Has that turnover rate impacted accomplishment of Reclamation's mission? If so, explain.
- (6) Is the education the student loan paid for required for or directly related to the duties of the position he/she is to fill? Please explain

#### **B. Availability and Quality of Candidates.**

- (1) How many times has this position been advertised?
- (2) How long was the vacancy announcement open?
- (3) What was the area of consideration used for each vacancy announcement?
- (4) How many well qualified applicants did the vacancy announcement attract?
- (5) How many job offers were made, if any?
- (6) What was the acceptance rate for applicants?
- (7) On the average, how long does it usually take to fill this type of position?

#### **C. Labor Market Factors.**

- (1) Is there a lack of available candidates in the labor market who could, after a reasonable orientation period, perform the full range of duties and responsibilities?
- (2) What are the salary ranges being offered by other employers for similar positions?

# Reclamation Manual

Directives and Standards

**TEMPORARY RELEASE**

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- (3) What do the benefits packages being offered by other employers for similar positions include?

**D. Likelihood of Individual Leaving Federal Service or Leaving to Accept Another Federal Position.**

- (1) Indications management has that the employee, in the absence of offering a SLRB, would likely leave Federal service.
- (2) A memorandum from management to document this requirement.

**E. Other Options/Benefits Considered, Requested and Used.**

- (1) Were other pay and/or recruitment incentives considered?
- (2) If they were considered, why were those other incentives not used?
- (3) What retention, recruitment, or special benefits were requested and/or approved for the person in the past 3 years? Include type of benefit, amount, and length of Service Agreement for each benefit.

**F. Employee Performance Information.**

- (1) What is the employee's current official performance rating?
- (2) How long has he/she maintained this rating?
- (3) Are there any pending or recommended disciplinary actions against the individual? If so, please explain.

**G. Service Agreement Recommendation.** A Service Agreement recommendation must include:

- (1) the length of the Service Agreement, (minimum of 3 years); and
- (2) if more than 3 years, the reasons for the extended service requirement.