

How to ... Market Supplements

How do I apply for a market supplement for a vacant post?

The line manager should submit a vacancy request on [MyPKC Staff Portal](#) and include reference to the market supplement in the Advertisement Information section.

What evidence is needed to show there have been recruitment or retention difficulties?

- ✓ That the post has been advertised and no appointment made (available from the Recruitment Team).
- ✓ Information on better salaries and other benefits paid by a range of other organisations, as well as evidence that the duties are broadly similar.

What other information is required to justify the payment of a market supplement?

- ✓ The line manager will need to show that all other options have been fully considered and that the payment of an interim temporary market supplement is the only viable option to ensure the efficient delivery of services.
- ✓ If any existing employees are to receive a market supplement, this needs to be submitted on [MyPKC Staff Portal](#).
- ✓ That there are sufficient funds available in the Service budget.

Are there any risks in paying a market supplement?

Care should therefore be taken to ensure that the payment of a market supplement does not give rise to any equality issues, eg a potential equal pay claim.

What information is needed for the job advert where a market supplement is to be paid?

Within 'The Role' section on [MyPKC Staff Portal](#), the job advertisement information must clearly state the amount of the supplement and that it is a temporary payment.

What is required for an existing employee who is to receive a market supplement?

Existing employees will require a letter temporarily amending their terms and conditions of employment to advise of the amount of supplement and the period for which the payment will be made. Employee Support will issue the letter following approval via the [MyPKC Staff Portal](#) process.

How do I extend a market supplement for an existing employee?

The need for a market supplement must be reviewed on an annual basis. The line manager should therefore submit a new request for consideration via the [MyPKC Staff Portal](#).

Who do I contact for any further advice?

Managers requiring assistance should contact their Human Resources Officer.