

A16. Equity Increase

Personnel Action: Equity Increases - Permanent **Personnel Action Code:** 42

Policy Summary: Equity increases are provided for permanent situations where an individual equity problem may exist and reclassification to a higher level is not appropriate.

Assumption of lower level duties typically does not warrant an equity increase.

Temporary equity increases are addressed through the Stipend process.
Refer to A14: Stipend procedures.

Equity increases for represented employees may require prior notice to the Union.
(Currently, CX, EX, HX and SX require notice)

Policy References:

PPSM	30F
CX	45
EX	42
HX	5
K7	N/A
NX	41
PA	N/A
RX	N/A
SX	42
TX	N/A

Authority: PPSM employees (non-represented):

The total annual increase (including merit, promotional and equity increases) for PPSM employees is limited to 25% in any fiscal year and cannot exceed the maximum of the salary grade for the incumbent's classification.

Principal Officers are delegated authority to approve equity increases. This authority may be re-delegated.

Exceptions to the 25% limit on total annual increase in a fiscal year require the approval of the Principal Officer. This authority may NOT be re-delegated.

Represented employees:

Principal Officers are delegated authority to approve equity increases. This authority may be re-delegated.

For step-based employees, increases are generally one-step, however, additional ½-step or whole-step increases may be provided.

For employees in open-ranges, the increase generally will be approximately 4-5%, however a greater percentage may be provided.

For all employees, the resulting salary cannot exceed the maximum of the salary range for the incumbent's current classification.

Criteria

Criteria will vary according to the circumstances of each case and is subject to the availability of funding. The following should be considered when determining whether an equity increase is warranted:

assumption of significant additional “new” duties that, in combination with the “old” duties, may not be classifiable to a higher level or grade, e.g.(supervision, assuming duties of another position on a permanent basis, etc.)

Note: An updated job description should accompany the EAR.

- retention problems, e.g.,(competitive market conditions for the profession or field, causing employee turnover)
- salary inequity within a unit or across campus for a particular position, e.g., (“hire-in” rates which exceed the salary rates of current employees in the unit in the same classification, level of responsibility comparable to others in the same classification, etc.)

Note: differences in pay may exist for a particular position since there are differences in longevity of employees and levels of experience (on or off campus) and levels of performance.

- a situation where an employee would be otherwise disadvantaged if an equity increase were not provided, e.g., (a retroactive reclassification from one personnel program to another which results in the loss of eligibility for a merit increase.)

Process:

Responsibility

Action

Service Ctr

All Equity Increases

Consults with SHR analyst about the proposed action, if appropriate.

Completes Section A and Section B of the EAR form (see p. C2-1).

Completes costing information in Section C of the EAR form; ensures action is approved by Principal Officer or designee with responsibility for decentralized funding.

Provides justification for equity increase, which may include listing of additional duties or updated job description.

When Equity Increase Requires Notice to the Union (CX, EX, SX, HX)

Service Ctr

Completes an EAR form as described above and sends a facsimile, or copy of EAR to the appropriate Labor Relations Analyst, and a copy to the SHR Analyst.

Holds the EAR form until the union responds without objection or for the duration of the notice period, whichever occurs earlier.

Labor Relations

Notifies the union of the request for an equity increase with a copy to the Service Center and the SHR Analyst.

Upon receipt of confirmation from the union to proceed with the proposed equity increase or when the noticing period is complete, sends an e-mail to the Service Center (and copies the SHR Analyst) informing them they can proceed with the OEU.

Responsibility

Action

All Equity Increases

Service Center

Initiates PPS OEU.

Retains original EAR in Service Center Office of Record Employee file and sends a copy of EAR form to the SHR Analyst with the "updated online" stamp confirming that the OEU has been completed.

If the action is retroactive, completes appropriate payroll forms.

SHR Analyst

Reviews action, records action in database.

Forwards copy of EAR to be placed in SHR duplicate employee personnel file.