Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding the process for requesting a salary equity review.

Policy

1. The Compensation Department has the responsibility to ensure the maintenance of internal pay equity within the internal (UC) and external (industry) market. The final pay adjustment is determined by the Compensation Department.

2. An employee, supervisor, department unit head or the Compensation Department may request a salary equity review through the appropriate VP Designee.

3. The employee's overall performance rating and scope of responsibility in addition to budget, internal and external market and current placement in salary range may have a direct impact on his/her current salary and the ability to receive a salary equity review and adjustment.

Procedure

1. To initiate a pay equity study, a written request must be submitted to the Compensation Department. All requests not initiated by the Compensation Department must have the approval of the employee's administrative authority.

2. The Compensation Department will conduct a review, consult with appropriate authority and issue a written determination.

3. The primary department must submit a Personnel Change Request (PCR) reflecting the adjustment and a copy of the determination letter from the Compensation Department to Human Resources.