EQUITY ADJUSTMENT

Summary: An equity increase provides a mechanism for addressing salary inequities arising from external pressure in high demand fields, internal salary compression, and/or retention considerations by granting salary increases to non-probationary employees outside of the normal merit cycle.

An equity adjustment may be warranted in the following situations:

- To compensate for a substantial increase in ongoing responsibilities that are not sufficient to warrant a reclassification; should not be used just to reward performance.
- To correct an unacceptable internal salary inequity/compression between positions that are of comparable worth in the department. “Comparable worth” is defined as equivalent knowledge, skill, abilities, effort, and responsibility.
- To correct an unacceptable salary inequity between an employee’s salary and the average salary of similar positions in the market.
- To retain key individuals who receive an outside job offer and whose experience or special skills are uniquely critical to a program or to the completion of high priority projects.

To be considered for an equity adjustment, an employee:

- must have completed the probationary period
- must not have been reclassified (within the previous 6 months)
- must not have been hired or promoted (within the previous 6 months)

Remember that equity increases:

- require the approval of the Assistant/Associate Vice Chancellor and Vice Chancellor
- may not exceed 15% of current salary
- take affect no sooner than the first of the month following the month received by the approval authority
- if granted to employees represented by most unions, will require 30 days’ advance notice to the union

To process an equity increase:

- Consult with EA-HR
- Submit through SuperTools

Other considerations:

- Total compensation, i.e., promotions, reclasses, equities, and merits during any fiscal year may not exceed 25% base salary.
- Equities which exceed 15% require approval from the VC and Campus Human Resources.