

UNIVERSITY OF CALIFORNIA, IRVINE		PAGE	OF	CATEGORY
SCHOOL OF MEDICINE DEAN'S OFFICE		1	3	<b>COMPENSATION</b>
HUMAN RESOURCES		PREPARED BY		Payroll/ Personnel
GUIDELINES/PROCEDURES		Doreen Martin		Manager
		APPROVED		Human Resources
		Michelle Quint		Director
NUMBER	SUBJECT	ISSUANCE DATE	EFFECTIVE DATE	
<b>403</b>	Requests for Equity Increase- Non Represented	Sep 10, 2013	Sep 10, 2013	

## SUPERSEDES

None

## PURPOSE

Remedies salary inequity in accordance with applicable guidelines.

## OVERVIEW

A submission of a request for an equity increase is not a guarantee of an increase, and no promises should be made to an employee until the request is reviewed and a decision is rendered. An equity adjustment **may** be considered in the following situations.

1. To retain key individuals who receive a bonafide job offer and whose experience or special skills are uniquely critical to a program or to the completion of high priority projects.
  - a) Is the competing offer for a position at approximately the same level of responsibility?
  - b) How does the total compensation package compare?
  - c) What impact would a counter-offer have on internal equity?
  - d) If equity is thrown out of alignment, are funds available to restore equity?
2. To correct an unacceptable salary inequity between an employee's salary and the average salary of similar positions in the market. The market rate is determined through valid survey sources and salary history requirements of the qualified applicant pool.
3. To correct an unacceptable internal salary inequity between positions that are of comparable worth in the department, usually within the same classification and/or salary grade. "**Comparable worth**" is defined as equivalent knowledge, skill, abilities, effort, and responsibility when differences caused by performance, market, and length of service are absent.
4. To address an unacceptable salary inequity based on compression. This occurs when the salary increases afforded to bargaining unit titles create a salary compaction issue causing supervisors who make the same or less than their direct reports.
5. To compensate for a substantial increase in ongoing responsibilities that are not sufficient to warrant a reclassification.
6. Position-related skill acquisition that represents more than normal job growth.
7. To correct inequities created when new hires are appointed at a higher salary rate than current employees in the same classification within a particular department.

## APPLICABILITY

All actions applicable to this procedure is applied to all non-represented staff employees who are not represented by unions. Each bargaining unit may have terms and conditions specific to that bargaining unit, and the terms and conditions of the contract would apply.

## CONSIDERATION

To be considered for an equity adjustment, an employee:

1. Must have completed the probationary period
2. Must not have been reclassified (within the previous 6 months)
3. Has not been hired or promoted (within the previous 6 months)
4. **Cannot be used solely to reward performance**
5. Can be broken out over several budget years if funding is limited or other budget constraints exist

## FUNDING

Equity increases are funded one-hundred percent (100%) by the department's budget. In rare cases where UCOP has specifically earmarked titles for equity adjustments based on market data, funding may be provided if the position is funded on state funds (19900). The department is responsible for equity adjustments for staff paid on all other funds even when the adjustment is mandated by UCOP.

## APPROVAL

Requires the approval of the Associate Dean, the Dean, or the Chancellor depending on the requested amount of the increase.

## EFFECTIVE DATE

The first of the month for monthly paid employees, and the first bi weekly pay period following receipt of the complete request. If back up and supporting information is not included in the request, and it has to be returned to the department—the effective date will be determined by the final submission if approved.

## PROCEDURES

1. Equity increases requests should be submitted by the supervisor and approved by the department Chief Administrative Officer of the Department or the Director of a Center.
2. The request should include the reason for the equity adjustment, should include all relevant information and documentation that supports the request.

### **Retention Adjustments**

- Submit a copy of the verified job offer letter with any additional information or supporting documents for the equity request

### **Salary Inequities or Compression due to Department Adjustments**

- Submit information that supports the request such as comparable positions within the department, salaries and years of service for identified employees, documented prior service that needs to be considered, and any additional information or supporting documents that should be considered in supporting the request

### **Market Inequities Adjustments**

- Submit the average salary of similar positions in the market, as well as information on salary sources or any applicable salary surveys with any additional information or similar supporting documents for the equity request

### **Salary Compaction Adjustments**

- Include the names of the direct reports that the employee supervises, their title and their salary information with any additional information or supporting documents for the equity request

## **SUBMISSION**

Once approved by the Chief Administrative Officer of the department or the Director of a Center, submit the request to the School of Medicine Dean's Office at [somhr@uci.edu](mailto:somhr@uci.edu) with the following attachments:

1. The memos requesting the increase—the memos should be addressed to the following:
  - Associate Dean, Administration and Finance- For requests up to 15%
  - Dean, School of Medicine- For requests above 15%
2. All supporting documents for the request

*Approval of the equity is determined by the Associate Dean, the Dean, or the Chancellor depending on the requested amount of the increase, in accordance with [IDA 535](#)*

## **POLICIES AND PROCEDURES REFERENCES**

[University of California, Personnel Policies for Staff Members, PPSM-30: Salary](#)

[UCI Local Procedures - Procedure 30: Salary](#)