

## Staff Salary Equity Adjustment Request

Initiator Name:	
Email Address:	
Phone:	

### SECTION 1: EMPLOYEE INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 Employee ID: \_\_\_\_\_ Date Appointed to Current Position: \_\_\_\_\_

### SECTION 2: POSITION INFORMATION

Division: \_\_\_\_\_ Department: \_\_\_\_\_ Department Ph.: \_\_\_\_\_  
 Job Class Code: \_\_\_\_\_ Job Title: \_\_\_\_\_ Position Number: \_\_\_\_\_  
 FTE % [0.5,0.75,1.0]: \_\_\_\_\_ FLSA Status:  Exempt  Non-Exempt Supervisor Name: \_\_\_\_\_  
 Current Annual Rate [ \$ ]: \_\_\_\_\_ Total Amount Increase Proposed [ \$ ]: \_\_\_\_\_ Proposed Annual Rate [ \$ ]: \_\_\_\_\_

### SECTION 3: ADJUSTMENT TYPE AND JUSTIFICATION

Internal Equity                     
  Misalignment of Pay and Market Value of Job                     
  Substantial Expansion of Job Responsibilities                     
  Salary Counteroffer  
 [ Include Attachment A ]   
 [ Attach list of duties ]   
 [ Attach Job Offer letter ]

**Justification for Proposed Adjustment**  
 Please provide a detailed justification to support the proposed increase. In the justification you may need to consider the effect it will have on the individual and other department employees within the same title. Use additional attachments as needed.

**Rationale for Proposed Amount**  
 Provide an explanation/reasoning on how the proposed increase amount was determined. Include data, statistics, graphs, tables, and other appropriate information as necessary. Use additional attachments as needed.

### SECTION 4: AUTHORIZATION

Submit form to Human Resources for salary review. Include all applicable data to support the requested salary amount. Please allow up to two [ 2 ] weeks for processing once the form reaches Human Resources.

Maximum Annual Rate Department Can Cover: \_\_\_\_\_ Additional Amount needed to cover equity request: \_\_\_\_\_  
 [ with existing funds ]

Hiring Official (Print Name)	Signature	Date
Other Required Signature (Print Name) Determined by HR as needed.	Signature	Date

**SECTION 5: COMPENSATION DETERMINATION [ Human Resources Use Only ]**

[Empty box for compensation determination details]

Job Class Code: \_\_\_\_\_ Job Title: \_\_\_\_\_

Minimum Salary Range: \_\_\_\_\_ Midpoint Salary Range: \_\_\_\_\_ Maximum Salary Range: \_\_\_\_\_

Equity request data complies with Amount  Recommended Amount different than Requested

Employee Annual Rate Approved [ \$ ] : \_\_\_\_\_

\_\_\_\_\_  
Reviewed By (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Review Completed

**SECTION 6: APPROVAL TO ADJUST EMPLOYEE RATE**

Equity Adjustment Approved  Equity Adjustment Denied

Amount Justified by Data [ \$ ] : \_\_\_\_\_

\_\_\_\_\_  
Divisional Head (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Routing:** Upon Completion of this section, please forward to the Hiring Department.

## GUIDELINES AND PROCEDURES

### General Guidelines for Equity Adjustments

**Definition:** Equity adjustments may be justified when there are volatile swings in the internal or external markets for specific skills and competencies or equity issues within the organizational unit. Adjustments should only occur on a very limited basis and strong justification needs to quantify and substantiate the request.

**Eligibility:** An employee may only receive an equity adjustment if the employee has maintained a satisfactory level of job performance. Employees on a Performance Improvement Plan (Disciplinary Review) or who received a low performance rating are excluded from this process. An employee may not receive more than one equity adjustment during the same fiscal year.

**Salary Rate Restrictions:** The University can increase the salary of a classified employee within the employee's salary range to maintain desirable salary relationships between employees of the University or employees who hold similar positions in relevant labor markets.

**Final Approval :** An equity adjustment may be made as needed throughout the budget year as approved by each division head. These adjustments may only be made if funds are available to support such equity adjustments on a permanent basis.

### Procedures

1. A supervisor recognizing the need for an equity adjustment must complete the Staff Salary Equity Adjustment Request and forward it to Human Resources to conduct a compensation review. Types of Adjustments include:
  - \* **Equity** - comparison of the salaries of similarly situated employees in your unit within the same job classification. Be mindful of issues related to salary compression.
  - \* **Significant Expansion of Responsibilities [not a reclassification]** - within a job classification, any significant change in responsibilities, not requiring a change in job title. Work closely with Human Resources to determine whether the job changes may warrant a reclassification. Please use the Job Audit Request process for Reclassifications (changes in job title and/or duties).
  - \* **Market Misalignment** - when the average market pay for a job is significantly higher than the employee's current salary. Please keep in mind, a study of data benchmarked for the applicable labor market will need to be conducted to support this rationale.
  - \* **Salary Counteroffer** - if a salary adjustment is being made based upon a counteroffer received by an employee, UTRGV can only justify counteroffers for positions that are comparable (similar responsibilities/duties) to the employee's current position. A written job offer must be attached as part of the justification for this type of request.
2. Upon completion of the review, Human Resources will forward the request along with the findings to the division head, noting whether or not the salary review data justifies the recommended equity request submitted by the department head.
3. Depending upon the review data provided along with fund availability, the division head may authorize the salary equity adjustment amount to take effect.
4. All salary equity adjustments may only take effect in the pay period following the final approval of the equity request submitted.
5. Once the division head has approved the request, please initiate the change to the employee's assignment and return the original Staff Equity Adjustment Form to Human Resources to be included in the employee file.

For more information regarding Equity Adjustments, please contact Human Resources at [HR@utrgv.edu](mailto:HR@utrgv.edu) or 956-665-2451.

