

IV. FY20 Equity Guidelines: Staff Salary Increase Process

Overview

These guidelines cover information on identifying potential equity issues and developing equity recommendations for University Human Resources' review. Equity recommendations should support recognizing and retaining a diverse and talented staff with the skills and abilities to support the mission of the department and the University. Equity increases should be targeted to the most critical needs and should be \$1,000 or greater to have a meaningful impact on pay; those equity increases to bring staff to the minimum of their salary grade may be less than \$1,000.

UHR - Compensation Services is available to consult with senior officers/department heads on developing equity recommendations by analyzing external and internal salary data and identifying potential equity issues and solutions.

Eligibility

All staff who receive an overall performance rating of *effective* and *exceptional* may be considered for an equity increase.

Criteria for Equity Consideration

Equity increases should be considered if:

- The employee's salary is significantly below the salaries of comparable jobs in the appropriate marketplace.
- The employee's salary is below the salaries of other employees in the same job family.
- The position requires skills and knowledge that are critical to the department and difficult to replace.
- The position in the salary range does not reflect the contributions and performance of the incumbent.
- The performance increase does not bring the salary to the new FY20 salary range minimum. All staff should be at or above minimum unless their performance is rated as *requires improvement*.
- Recruiting for the position has been difficult, evidenced by a history of high turnover due to low salary.
- The employee's salary is below comparable positions in the department; and experience, education, and performance support an internal equity increase (see below).

Internal Equity

An internal equity review is conducted by reviewing all staff in a job family by grade or job profile to ensure salaries are appropriate based on each staff member's education, skills, performance history, level of contribution, and total years of related experience. Reviewing all staff in a department/division by job family and job profile will help identify potential internal equity issues. Use the *Staff Compensation Spreadsheet* report available in Workday to help develop and review equity recommendations.

Contact Information

For further assistance, please contact:

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