

Compensation Functions

Rules Equity Consideration Guidance:

START HERE:

If this equity consideration is a result of an advanced-hire/promotion request or in-grade, then what are the reason(s)?

NOTE: Equity considerations are only for those in the same job code.

Recruitment Difficulty

Is this a pay line issue with attraction & retention implications?

YES:

Research and build a business case for a pay line adjustment request.

NOTE: If recruitment/retention difficulties are the only reason for the request, then compensation adjustments of others within the same job code may not be considered. Equity in-grade requests are not the proper mechanism to address classification pay line issues.

For all other reasons, do not submit. Pursue other options.

Superior qualifications, increased workload, and/or higher level of work

YES:

If agency budget allows for equity adjustments, submit the request in accordance with the guidance to the right.

- **SUPERIOR QUALIFICATIONS:** Describe and compare the qualifications of the candidate to others in the same job code.
- **INCREASED WORKLOAD:** Describe how the change in workload, volume/measurement of change is comparable to others in the same job code.
- **HIGHER LEVEL OF WORK:** Describe how the level of work has increased in comparison to others in the same job code.

NOTE: Justification is always needed as to why or why not your agency is requesting others in the same classification to have their compensation adjusted due to equity considerations.

NAPE Equity Consideration Guidance:

