## **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.

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

Recruitment Difficulty

**Superior** 

qualifications,

increased

workload.

and/or higher

level of work

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.

#### 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.

### **Compensation Functions**

## NAPE Equity Consideration Guidance:



Is the requested rate for the advanced-hire or ingrade request beyond Step 15 on step plan?

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

NOTE: There is no avenue for advanced hire requests for current employees within the Classified System transferring to Contract Covered positions. Yes, the request is beyond Step 15

NAPE's review and concurrence is sought for any request beyond Step 15. NAPE generally considers years of service and may require all employees being surpassed to be included in the approval.

No, the request is Step 15 or below Requests that do not surpass Step 15 allow the agency some discretion regarding equity.

NOTE: As with Rules Covered positions, 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.