

## PROCEDURE FOR THE REVIEW OF INTERNAL PAY EQUITY AT THE POINT OF HIRE

To ensure consistency with University policy, we recommend conferring with the Human Resources Consultant prior to making a salary offer to a prospective employee. The salary will be finalized after considering internal equity for incumbents within the same work unit and position class description (PClass).

If a prospective employee is being hired into a department that has one (1) or more employees in the same job title and at a full time equivalent salary rate higher than the current incumbent an equity grid must be completed. The Department Originator will attach the completed equity grid in the documents tab found in the Requisition in UNMJobs. The Department Originator will need to attach ePAN(s) to the Requisition in UNMJobs if the new hire creates inequities within department.

The prospective employee's starting salary should not exceed the current salary of any employee in the department with the same PClass who has comparable or greater qualifications. If it becomes necessary to offer a job candidate a higher rate of pay, then the University's internal equity policy applies (see University Administrative Policies and Procedures Manual ([UAPPM](#)) #3500, [Wage and Salary Administration](#), Section 3.1).

See [union contracts](#) for additional information regarding bargaining unit employees.

When determining appropriate starting rates, the hiring official should consider education, experience, and unique competencies, which are directly related to the position as well as the strength of the relevant job market and internal budget constraints. Justification should be provided documenting how education, experience, performance, and competencies were analyzed.

University employees who competitively apply and are selected for a different position at the University are treated in the same manner as an external applicant for the purposes of determining an appropriate starting salary.

### The Equity Grid

This form is a tool to ensure internal pay equity among employees in the same work unit and PClass titles. Only incumbents in the same PClass title as the new hire may be included in an equity analysis triggered by the Internal Equity policy.

The following are explanations of the categories appearing on the form:

- **Prospective Employee's and Incumbent's Names** - List prospective employee's name first then all other incumbents with same title within the defined work unit.
- **Educational Level Completed** – Identify and document the number of years as referenced on the application/resume.

If noted in the Position Description, completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis (degree years are not cumulative; for example the Master's 6 years includes the Bachelor's 4) :

GED/High School	= 0
Associate's degree	= 2 <sup>1</sup>
Bachelor's degree	= 4
Master's degree	= 6
Ph.D.	= 8

<sup>1</sup> This level also includes "60 college-level credit hours".

A degree must be earned to receive credit. Partial credit for degrees not earned is not given, with the exception of the Associate's degree where two years credit can be given for 60 college-level credit hours.

Multiple degrees earned at the same level are not cumulative for the purpose of determining pay equity.

- **Related Experience as described in the PClass description**
  - Student employment may be included for equity consideration, but only if the duties undertaken are clearly comparable to the duties listed in the description for the PClass.
  - In order for student employment experience to be considered valid, both the nature and level of work performed must be clearly outlined in the application/resume of the employee/candidate, along with hours per week worked. Please note that there are a maximum number of hours per week a UNM student is allowed to work.
  - If considering other part-time experience, the length of experience must be prorated according to actual hours per week/month worked.
  - The interpretation and calculation of related experience, education, and competencies for any existing employee should be considered over time, subject to changes in technology.
- **Summation of Education and Experience**

Identify total number of years of education and directly related experience.
- **Related Competencies**

Identify and document all directly related licensures, certifications, and/or other formally documented directly related competencies
- **Documented Job-Related Performance Issues**

Any current job-related performance issues should also be identified and documented, as applicable, for employees included in the equity analysis.
- **Current Salary**

Include the base salaries of all existing incumbents in the peer work unit who are in the same PClass title as the prospective employee.
- **Proposed Salary (if applicable)**

This area is used to address specific inequities where needed. It is the responsibility of the hiring official to ensure that appropriate adjustments are made.
- **Is this employee currently on extended leave?**

Enter *Yes* or *No*, as appropriate. If an equity adjustment is necessary, it will be provided upon the employee's return.
- **Updating Equity Grid**

At the time a department hires an individual into an existing classification with an incumbent a new equity grid is created and updated. This means incumbent information should be updated i.e. additional time in position, additional certifications and degrees, and additional experience should be noted.

Candidates selected for a position requiring a college degree must provide transcripts before HR approves and finalizes the hire. Incumbents receiving an equity increase must have appropriate educational official transcripts on file. If confirmation is not documented in the personnel file, official transcripts supporting education claims must be provided.

- **Weighting**

The factors listed on the equity grid should be weighted consistently with the last equity grid unless there have been changes to the position which would change the requirements i.e. technological changes or industry changes. If this is the case, please document your reasoning.

It is recommended that those items relating to the factors listed on the equity grid which are weighted more heavily should also be noted as preferred qualifications on the posting. For example, if an individual is hired primarily because of his/her experience working on a particular program, list this under the preferred qualifications before the job is posted.

**The Equity Policy does not apply for the following employment transactions:**

- Non-competitive promotions (typically Career Ladders)
- Reclassifications
- Voluntary lateral transfers
- In-range adjustments
- Voluntary or involuntary demotions
- Interim appointments or in-range adjustments
- Temporary and on-call hires
- Rehire from layoff status

Note, it is good management practice to consider in advance how salary decisions related to the above transactions may affect internal equity within the work unit.

**Applicable Policies and Guidelines:**

- [UAPPM #3210, Recruitment and Hiring](#)
- [UAPPM #3500, Wage and Salary Administration](#)
- [Compensation Guidelines](#)
- [USUNM, CWA, and Police Union Contracts](#)