

## **P & S Counter Offer Parameters**

### **Counter Offer Below 1<sup>st</sup> Quartile**

- Hiring department makes salary offer based on education and experience.
- Employee's current department can match hiring department's offer or make multiple counter offers up to hiring department's current offer.
- Hiring department can make multiple counter offers up to the 1<sup>st</sup> quartile of the new pay grade.
- Hiring department and current department must review salary offer for equity within their department and across the University's colleges and divisions. Assistance will be provided by Compensation and Classification if requested.
- Employee determines if they want to accept hiring department's offer or remain in current department.
- Salary offers below the 1<sup>st</sup> Quartile will not need to be approved by Compensation & Classification.

### **Counter Offer Above 1<sup>st</sup> Quartile**

- Hiring department makes salary offer based on education and experience.
- Employee's current department can match hiring department's offer or make multiple counter offers up to the hiring department's initial salary offer. Assistance will be provided by Compensations and Classification if requested.
- Hiring department and current department must review salary offer for equity within their department.
- Compensation and Classification will perform an equity analysis.
- Neither the current department nor the hiring department can offer more than initial salary offer (no bidding wars).
- Employee determines if they want to accept hiring department's offer or remain in current department.
- Compensation & Classification must be contacted prior to a counter offer being made above the first quartile and must approve the counter offer.

### **External Counter Offers**

- Current department is provided a signed offer letter or e-mail from an authorized representative of the external organization/institution.
- Employee's current organization and department recommend counter offer and provide justification to Compensation and Classification.
- Compensation and Classification will perform an equity analysis.
- If the counter offer is approved by Compensation & Classification based on the equity analysis, the department can make multiple counter offers up to amount approved by Compensation & Classification.
- Employee determines if they want to accept external offer or internal departmental offer/s.

- If external offer changes, the same process as above will apply. Compensation and Classification will expedite the review process in order to assist the Org and Department with retaining valued employees.

Counter Offer Requirements

	<b>Below 1<sup>st</sup> Quartile</b>	<b>Above 1<sup>st</sup> Quartile</b>	<b>External Salary Offers</b>
<b>Prior Approval Required by Compensation and Classification</b>	No	Yes	Yes
<b>Equity Analysis of Relevant Employees Required</b>	Yes (by department or by Compensation & Classification, if requested)	Yes (by Compensation & Classification)	Yes (by Compensation & Classification)
<b>Equity Adjustments Required for Employees Affected by Counter Offer</b>	No	No	No
<b>Multiple Counter Offers Possible</b>	Yes (for hiring department - up to the 1 <sup>st</sup> quartile of new pay grade)  Yes (for current department - up to the hiring department's current offer)	No (for hiring department)  Yes (for current department - up to hiring department's salary offer)	Yes (in consultation with Compensation & Classification)

Note: The University Operations Manual does not address salary increases for lateral transfers (same classification to the same classification or same grade to the same grade), but Colleges and Organizations may formulate their own criteria and internal policies related to lateral transfers. In addition, Colleges and Organizations may reference the University's policy on a Voluntary Change to a Lower Grade for P&S staff at <http://www.uiowa.edu/~our/opmanual/iii/06.htm#63>.