

Internal Equity Analysis

The University of Iowa is committed to equitable pay policies and practices for all employees. Many Professional and Scientific (P&S) employees are not covered under a collective bargaining agreement and are covered by the salary policy determined annually. At times, the salary of an employee(s) may seem out of alignment with what is considered equitable in relation to peers. The department may request an internal equity analysis for the unit. The request will be reviewed at the departmental and employee(s) organizational level prior to submittal to Central Human Resources' Compensation and Classification. *An internal equity analysis can be initiated at any time during the year.*

To initiate an internal equity analysis, the department is required to:

1. Review the performance history of the employee(s).
2. Obtain a copy of the employee(s)'s resume.
3. Provide rationale why the department thinks an internal equity analysis is appropriate.
4. If the department has recruited for the employee(s)'s classification within the last two years, provide recruitment information, including the number of qualified applicants in the pool.
5. Provide the name(s) of employee(s) that are peers of the employee(s) that you are requesting an internal equity analysis for. If the department also has resumes for peers, they should be included as well.
6. Explain how the job responsibilities of the peer(s) described above are similar and different from the work performed by the employee(s) you are requesting an internal equity analysis for.
7. Submit through workflow a Change In Status Form and select the reason for change as being "Adjustment to Pay". Attach the employee's resume, rationale letter, recruitment information (if applicable), and comparable peers list, including resumes if available.
8. The request will be reviewed by Compensation and Classification after a recommendation has been made at the organizational level. The following factors are considered during an internal equity analysis:
 - a. time at the University
 - b. time in current classification
 - c. related experience outside the University
 - d. education
 - e. certifications
 - f. difficulty in recruiting for skills
 - g. specialized skills
 - h. unique market factors

Each request is reviewed on an individual basis and an appropriate salary is determined.

If an equity adjustment is approved, the department/organization will receive a notification letter explaining how to initiate the change in salary. The effective date of the salary adjustment is the first day of month following approval of the request. If you have any questions or comments, please contact Compensation and Classification at 335-5298.