



DEPARTMENT HR LIAISON WAGE EQUITY GUIDANCE

1. Determine whether you need to create a wage equity sheet

Wage equity sheets must be prepared for all employees except for the following:

- Non-union employees
- Contract Exclusions
 - Grants of merit system status (Temporary to Permanent)
 - Promotions (Non-competitive, typically Career Ladders)
 - Performance Awards
 - Demotion (Voluntary or Involuntary)
 - Reclassification
 - Reallocation
 - Transfer (Voluntary Lateral)
 - Periods of Leave without Pay resulting in Service Increment Delays
 - Performance Based Actions including service increment delays
- Employees hired at Base Salary (Base Salary offers should be reserved for those employees who have the very minimum experience per the classification specification)
- Employees Hired based on a Matrix

2. Update your master wage equity sheet

- Run a BI tool position dashboard report (HR Assignment Department) to confirm that all incumbents are entered on the wage equity analysis. Include full-time and part-time. Note – instructions on how to add a column to the dashboard, such as “service increment date” are included at the bottom of this document.
- Consult prior wage equity sheets to ensure that the “Area of Consideration” field remains the same unless agreement to change has been discussed and agreed with the Compensation Specialist.
- Ensure the “base salary” for all employees is current in comparison to the BI report. Salaries should always be “Base Salary”. Enter the Service Increment Date under the “Service Increment” column and note any changes that may arise as the wage equity analysis is completed. If there is an upcoming GWA, note if the data contains the GWA and/or if it needs to be added to salary offer.
- Update years and months of relevant experience columns for all incumbents including those at the top-of-the grade using the last approved OHR wage equity sheet and attach to the request. If there was not an approved prior wage equity completed, then the Department HR Liaison should send the resume to the Recruitment Specialist with the marked time in years and months as determined by both the Hiring Manager and the HR Liaison. Each should place their initials by the relevant experience to show agreement. The Recruitment Specialist should put their initials by the relevant experience to show their agreement as well. The Recruitment Specialist and the Department HR Liaison should collaborate on the relevant years of experience for all who have not been approved in the past and communicate in the Compensation Request.
- Update the “Salary Progression” column to include how the candidate entered the classification. This will identify the potential exclusions as allowable by the UFCW Local 1994/MCGEO contract. Note: Best practice considers all those regardless of the allowable exclusion to maintain equity.



- Highlight all incumbent data rows in yellow and sort these rows by relevant years of experience in ascending order, then by “FTE”, and then by Name.
 - Shading as follows and indicated on the Wage Equity Analysis Worksheet
 1. CBA Exclusions – Blue
 2. Pending Hires – Green
 3. Candidates – Yellow
 4. Top-of-Grade - Gray
 - 3. Add the candidate’s data to the wage equity sheet**
 - Review the candidate’s resume and other relevant documents for relevant experience, education, training, certifications and skills.
 - Add the years and months of relevant experience to the wage equity analysis worksheet.
 - Find the incumbents who have the next higher and the next lower total relevant experience, relative to the candidate.
 - Insert a new row in between these incumbents.
 - Enter the candidate’s data into the newly inserted row then highlight or bold the candidate’s row in yellow.
 - Enter the candidate’s starting salary. It should be an amount between the two incumbents’ salaries relative to experience.
 - 4. If the recommended salary will create an inequity for other incumbents, submit the Department recommendation for adjusting the inequity. Remember if the experience, skills, and training are greater than the incumbent, than the recommended salary must include an additional \$500.
 - A. Options to Minimize the Inequity
 - i. Hire a candidate with less experience than where the inequity was created.
 - ii. Advance a Service Increment per MCPR 12- 6.
 - 5. Send wage equity analysis worksheet to your assigned OHR Recruitment and Selection Specialist**
 - 6. OHR reviews wage equity sheet**
 - A. If there is wage disparity between the candidate and an incumbent on the wage equity analysis that has not been identified by the Department, OHR Compensation will notify via email the HR Liaison and copy the Recruitment and Selection HR Specialist. If the Department has not identified the method to eliminate the inequity, then OHR will present the options on how to restore wage equity. The department HR Liaison must then give the Department’s consent to the method of restoring equity and/or submit another candidate. Please note that if the recommendation to restore equity is not provided, then the approval will take more time.
 - B. If there are no discrepancies or after a resolution has been recommended, OHR Classification and Compensation will issue a final decision to the Recruitment and Selection HR Specialist and to the hiring department HR Liaison.
 - C. The master wage equity analysis sheet is updated with the OHR final decision and highlighted in yellow.
 - 7. Applicant is hired**
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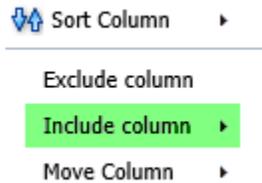


BI Dashboard – How to Add Columns

Adding additional data columns to existing BI dashboards:

Once you have the assignment dashboard open do the following:

- 1) Right Click and select 'Include Column'



- 2) A list of data elements will appear that you can add to the dashboard. Select the data that you would like to appear on the report. You will need to add each data element separately, repeat steps 1 and 2 for each

