

## HOW TO OBTAIN AN EQUITY INCREASE AT UC

Equity increases are used to fix salary problems that can't be corrected by other means. Reasons for equity adjustments include: external market pressure, internal salary inequities and compression, staff retention, and/or significant increases in workload at one's current skill level.

There are three categories of equity increases: **internal equity** (your salary in relation to your colleagues), **external equity** (your salary in relation to the market), and **increases in workload** at your current job level.

### STEP 1: DO YOUR RESEARCH

Justification must accompany requests for equity increases, including specific outside salary offers in cases of retention, or a specific analysis of salary relationships in cases of correcting salary inequities.

1. Ask your supervisor and/or your human resources specialist to give you the following information (without the employees' names) for those in your unit with the same payroll title: date of hire, pay rate, payroll title.
2. Ask for any market studies UC has done to ascertain wage disparities. Surveys can be done by the individual making comparisons to other state and/or private institutions.
3. As a public sector employer, UC is required to release the information under the Freedom of Information Act. You can find individual salary data at the main reference desk of each UC library.

### STEP 2: ANALYZE THE DATA AND MAKE YOUR CASE

1. Arrange the data you have to see what you are getting paid in relation to others in the same payroll title, or in relation to those who do similar jobs off-campus (in private companies or at other public or private colleges).
2. If there is a wage disparity between you and others in your classification, write a letter to your supervisor formally asking for a "pay equity" increase. Clearly state the reasons why you believe you deserve an equity increase.
3. If you are arguing for a market-based "external" equity increase, present the data or studies you compiled yourself or that you received from UC, or attach the job offer you got from a competing institution.
4. If your argument is based on increased workload, describe the circumstances that have changed and how these have affected your workload. For example, describe the current number of employees and compare it to an earlier number that are

performing the same (or greater) quantity of work. Or describe how a consolidation or reorganization has increased the workload because additional duties, steps, reports, etc. are now required.

5. The department head (or his/her designee) may approve equity increases up to 15 percent to remedy a salary inequity.

**MORE INFORMATION** specific to each UC campus can be found on this [list of links](#).