Division of Personnel
PAY PLAN POLICY – Internal Equity
DOP-PPP-III.D.3

Effective Date 7/1/16

Internal Equity

The appointing authority may recommend an in-range salary adjustment of up to 10% of current salary to every employee in the organizational unit whose salary is 20% less than other similarly situated employees in the agency-defined work unit.

		YES	NO
1.	Are there employees in the same agency defined work unit whose salary is 20% less than other employees in the unit? (To calculate 20%, subtract the employee's monthly salary from the comparable employee's monthly salary; divide the difference by the monthly salary of the employee who is subject for this request.)	☐	☐
2.	Are the employees in the same agency-defined organizational unit?	☐	☐
3.	Have the employees been in the same classification for at least twelve (12) consecutive months at the time of the request?	☐	☐
4.	Do the employees have comparable education?	☐	☐
5.	Do the employees have comparable training?	☐	☐
6.	Do the employees have comparable duties and responsibilities?	☐	☐
7.	Do the employees have comparable performance level based upon the EPA-3 for each employee?	☐	☐
8.	Do the employees have comparable years of classified service? (Comparable years of classified service shall be defined as within five (5) years with the following exceptions: 1) Employees, who have attained ten (10) or more years of classified service experience may be compared to other employees with twenty (20) or more years of classified service; 2) Employees with greater tenure in the classified service may be compared to less tenured employees in the classified service who are paid at a minimum of 20 % more than the greater tenured employee.)	☐	☐
9.	Has the employee used for comparison received a discretionary increase in the past twelve (12)months? (Cannot be in a temporary classification upgrade status, cannot be receiving a salary adjustment for additional temporary duties, cannot be receiving a Project Based Incentive increase, and cannot have been appointed, promoted, or reallocated to the classification within the last twelve (12) months.)	☐	☐

If you answered "No" to any questions 1 thru 8 and "Yes" to 9, the employee is not eligible.

STOP

If you answered "YES" to questions 1 thru 8 and "No" to 9, the employee is eligible. Complete the Pay Plan Policy Request for Approval Form. Attach the following documents along with any additional information requested by the Division.

— Completed Comparison Form.

— Organizational Chart of the defined unit.

— A review of the effect the proposed pay action will have on internal salary relationships of the work unit or agency.

— Copy of the employee's last EPA in its entirety.

Regardless of eligibility, an in-range adjustment is discretionary.

Please refer to the Pay Plan Policy (D.3. Internal Equity) for full details regarding this action.