

Procedural Checklist for Salary Equity Review Request

Academic Staff Employee Requesting Review:

Date Request Initiated:

Employee's Immediate Supervisor:

MATERIALS TO BE FORWARDED (materials may be forwarded before deadlines listed below)	MATERIALS FORWARDED TO	DATE MATERIALS FORWARDED
<p>STEP 1 EMPLOYEE SUBMITS TO SUPERVISOR:</p> <ul style="list-style-type: none"> a. THIS CHECKLIST MUST ACCOMPANY ALL DOCUMENTS IN EVERY STEP OF THE PROCESS b. A narrative which includes the basis for requesting a salary equity review and employment history c. A salary history d. Salary comparisons within the University of Wisconsin Oshkosh title group/salary grade as found in the "Red Book" at http://www.uwsa.edu/budplan/redbook/ e. Employee may include salary comparisons within the UW System, market comparison data, including regional, national and peer based information and a supply and demand analysis. f. The employee or the supervisor may consult with the Director of Affirmative Action, the Associate Vice Chancellor for Academic Affairs or the Director of Human Resources for information 	Supervisor	
<p>STEP 2 SUPERVISOR SUBMITS TO EQUITY & AFFIRMATIVE ACTION</p> <ul style="list-style-type: none"> a. Requests for salary equity review must be submitted to the Equity & Affirmative Action Office by <u>March 1</u>, or should that date fall on a weekend, by the following Monday b. Supervisors may include their recommendation of the salary equity request. c. The supervisor must provide the academic staff member's previous years' merit ratings, not to exceed five years, and all materials mentioned above. d. The supervisor must make a copy of the salary equity review request for their records. e. The supervisor must inform their immediate supervisor of the submission of the salary equity review request. 	Equity & Affirmative Action Office, Dempsey Hall, room 211	
<p>STEP 3 EQUITY & AFFIRMATIVE ACTION OFFICE MAKES RECOMMENDATION TO SUPERVISOR</p> <ul style="list-style-type: none"> a. Director of Affirmative Action consults with Associate Vice Chancellor for Academic Affairs and the Human Resources Director. b. Recommendation letter sent from Director of Affirmative Action, Associate Vice Chancellor for Academic Affairs and Director of Human Resources to employee supervisor by <u>March 15</u>, or should that date fall on a weekend, by the following Monday. 		

<p>STEP 4 RECOMMENDATION FROM ALL LEVELS OF SUPERVISION</p> <ul style="list-style-type: none"> a. The Director of Equity and Affirmative Action forwards all materials, including the recommendation of the Director of Affirmative Action, Associate Vice Chancellor for Academic Affairs, and Director of Human Resources, to the next level of reportage by <u>March 25</u>, or should that date fall on a weekend, by the following Monday. b. All documents must flow through a progression whereby all supervisors of the requesting employee have an opportunity to add their recommendation. As the request is received, each supervisor is responsible for reviewing the request, including all materials and recommendations from prior levels, adding their recommendation to the materials, and forwarding all materials to their immediate supervisor in a timely fashion so that all documents reach the level of the Provost by <u>April 15</u> or should that date fall on a weekend, by the following Monday. 		
<p>STEP 5 VICE CHANCELLOR'S DECISION</p> <ul style="list-style-type: none"> a. The Provost makes a decision on the request. b. The Provost will inform all parties issuing recommendations on the request, including the academic staff employee, their immediate supervisor, and the Human Resources office, of the decision by <u>May 1</u>, or should that date fall on a weekend, by the following Monday. c. The Provost will forward all materials, including his/her decision, to the Equity & Affirmative Action Office by <u>May 15</u>, or should that date fall on a weekend, by the following Monday. 		
<p>STEP 6 PERSONNEL TRANSACTION FORM (PTF)</p> <ul style="list-style-type: none"> a. If the salary equity review request is approved, HR will forward to the supervisor a Personnel Transaction Form indicating the salary adjustment. This needs to be returned to HR promptly. 		
<p>STEP 7 APPEAL (IF NECESSARY)</p> <ul style="list-style-type: none"> a. The academic staff member will have ten calendar days after receiving the decision of the Provost to request a review by the Chancellor. The request must be made in writing. b. The Chancellor shall consider all supporting documentation and recommendations from each level of review and make a decision within twenty-one calendar days of receiving a request to review a salary equity decision. 		