

Academic Staff Personnel Rules

Chapter Twelve - Salary Equity

ACS 12.0. Introduction.

The Associate Vice Chancellor, the Human Resources Director, and the Director of Equity and Affirmative Action will annually undertake salary equity reviews following salary administration and may initiate a request for a salary change for any academic staff member with his/her consent. Salary equity review also can be requested either by the supervisor or by the academic staff member. The salary of an academic staff member may be increased outside the salary administration process without having the position title changed and the position placed in a higher salary grade. Based on the provisions of Unclassified Personnel Guideline No. 4, this type of adjustment will be made only in very exceptional circumstances in order to correct a special salary inequity. A salary equity review shall be based on the merits of each individual case. Recommendations and decisions related to a salary equity review should be based on equity issues. The fiscal position of the University is important in the consideration of salary equity cases but should not be the single determining factor.

ACS 12.1. Procedure.

- (1) A salary equity review must be requested in writing with sufficient documentation provided to support the request. It is recommended that at a minimum, the following information be supplied (a) A narrative which includes the basis for requesting a salary review and an employment history. (b) A salary history. (c) Salary comparisons within University of Wisconsin Oshkosh title group/salary grade as found in the "Red Book" in Polk Library. The academic staff member may also add market comparison data, including regional, national and peer-based information and a supply and demand analysis. The staff member's supervisor, the Associate Vice Chancellor, and the Director of Equity and Affirmative Action shall help the individual clarify these data if asked by the staff member.
- (2) The request for a salary equity review shall be submitted by the academic staff member to the supervisor.
- (3) The supervisor shall consult with the Director of Equity and Affirmative Action and the Associate Vice Chancellor in order to obtain their advice or recommendation.
- (4) The supervisor shall then forward the request to the next level of reportage and include a written recommendation (positive, negative or neutral), reasons for his/her recommendation and supporting documentation, including the academic staff member's previous years' merit ratings, not to exceed five years.
- (5) The supervisor shall also send these materials to the Associate Vice Chancellor or the Human Resources Director and the Director of Equity and Affirmative Action who will add their recommendations and reasons for those recommendations and forward all supporting documentation to the next level of review following lines of reportage.
- (6) When the review reaches the Provost and Vice Chancellor or Human Resources Director, he/she shall review the case, taking into consideration all supporting documentation and all recommendations from each level of review, and make a decision regarding the dispensation of the case. He/she shall notify the academic staff member in writing of his/her decision and the reasons for that decision. This information shall also be sent to the Chancellor. If the academic staff member disagrees with the decision, the academic staff member shall have ten calendar days to request in writing a review by the Chancellor. If no request for review is made, the decision of the Provost and Vice Chancellor or Human Resources Director is final.
- (7) If a request for review is made, the Chancellor shall consider all supporting documentation and recommendations from each level of review and make a decision within 21 calendar days of receiving the request. The Chancellor shall notify all concerned parties of his/her decision in writing.