

## **Staff Equity Program 2016 – FAQ**

### **1. What is the Staff Equity Program?**

This program was implemented to address staff salary inequities that developed over the past few years due to salary inversion. It focuses on some of the most serious inequities first, utilizing the management-initiated in-range progression process.

To be eligible for the program, employees must have a minimum of five years of service in their current classification and skill level (as of July 1, 2015). Each classification's salary range has been divided into four equal percentiles from the minimum to the maximum of the salary range, with each percentile representing number of years of service: 25<sup>th</sup> percentile (five to 10 years), 50<sup>th</sup> percentile (11 to 14 years), 75<sup>th</sup> percentile (15 or more years). Employees with less than five years of service (as of July 1, 2015) will not receive an equity increase under the program.

Eligible employees who are below the targeted percentile of their salary range will be awarded a permanent raise, on average, of \$1,800. However, some staff members may receive less than \$1,800 if the difference between their current salary and the targeted quartile is less than \$1,800, which would still be in alignment with collective bargaining agreement requirements. Additionally, because this staff equity program is a management-initiated in-range progression, some individuals will receive more than \$1,800 so that we can fulfill the requirements of the collective bargaining agreements.

### **2. Which employees will receive an increase under the equity program?**

The targeted group of staff employees from last year, as long as they are still eligible based on number of years of service in current classification/skill level and current salary in comparison with the targeted percentile of their salary range. The eligibility cutoff date is July 1, 2015.

### **3. Do I have to take any action or file any paperwork to get the increase?**

No. Because this is a management-initiated in-range progression, if you meet the eligibility criteria, you need not take any additional action to get the increase.

### **4. Am I still eligible for an equity increase if I already received an increase this year?**

Possibly. If you have been in your classification for one of the specified time periods and your salary falls below the percentile thresholds identified for your classification, you may still be eligible under the program, even if you have received other increases.

**5. Why isn't this program retroactive?**

There are various avenues for compensation adjustments that were previously available to staff, including employee- and management-initiated in-range progressions, stipends, and bonuses. This program is specifically intended to address management-initiated salary inversion prospectively.

**6. How will I know if I'm eligible for the program?**

All eligible employees will be notified by memo upon confirmation of their eligibility. Additionally, employees may always check their pay status via My Sac State; Employee Center; Compensation History.

**7. If I'm eligible for the program, how soon will I see the change in my paycheck?**

The HR staff is working diligently to process for September. In any case, the changes will be effective Sept. 1.

**8. Will I still be able to submit my own employee-initiated IRP?**

This is considered a management-initiated IRP. Please refer to your collective bargaining agreement for more information.

**9. Will I still be eligible if I changed classification or skill level before Sept. 1?**

If you have changed classification or skill level prior to Sept. 1, you are no longer eligible.

**10. If I am in a current temporary reassignment, will I be eligible for an equity increase when I go back to my previous classification?**

Possibly. Employees in a current temporary reassignment will be reviewed once they return to their previous classification to determine eligibility.

**11. Whom should I ask if I have more questions?**

Any additional questions can be sent to [classandcomprequests@csus.edu](mailto:classandcomprequests@csus.edu).

You may also contact the compensation analyst for your college or program center. If you are unsure who that is, please see the listing at the following link, along with the contact information for your analyst:

<http://csus.edu/hr/departments/classification/index.html>