

MONTGOMERY COLLEGE
Office of Human Resources, Development, and Engagement

**Internal Equity Review Process for
Associate and Support Staff and Administrators**

FAQ

The following Frequently Asked Questions (FAQ) are intended to provide guidance concerning the annual Internal Equity Review Process for associate and support staff and administrators. It also provides guidance to employees on entering personal information related to experience, education, and certifications into the Taleo Talent Profile.

Q. How do I request an internal equity review?

A. To request an internal equity review, please send an email with your name and M number along with a statement indicating that you would like to have an equity review to Equity2014@montgomerycollege.edu no later than February 28, at 11:59 p.m.

Q. When is the deadline for submitting a request for an internal equity review?

A. The request must be submitted to the Equity2014@montgomerycollege.edu mailbox with a time stamp no later than February 28, at 11:59 p.m.

Q. What if I am on leave and cannot submit an equity review request by February 28?

A. You must plan ahead; there will be no exceptions to the February 28 deadline.

Q. How do I know that my request for an equity review was received?

A. You will receive a system-generated response from the Equity2014 mailbox along with a link to the Talent Profile Guidebook.

Q. If I request an internal equity review, will all employees in my class specification be considered for an equity review?

A. No, each individual employee must request an equity review if he or she believes an inequity exists.

Q. What constitutes an inequity?

A. An inequity may be found to exist if an employee is earning a salary lower than an employee within the same class specification with less cumulative experience, education, and certifications; however, as noted in 35001CP, Compensation Programs, “proper application of the procedures herein is not sufficient to constitute a pay inequity for individual employees (for instance, new hire salary placement at midpoint regardless of additional experience).”

Q. Will performance reviews be considered during the internal equity review?

A. Past performance reviews may be a factor when conducting equity reviews as an employee who has failed to meet expectations may not have received a merit increase or increment, which would result in a difference in pay with others who might be similarly situated in terms of experience, education, and certifications, but who met or exceeded expectations. In other words, if you did not receive a merit increase in the past due to performance, that information will be taken into consideration.

Q. Will there be any consideration given to outstanding performance?

A. No, unless the performance did not meet expectations and impacted salary, it will not be taken into consideration.

Q. How do I know what others are making to evaluate if an inequity exists?

A. You do not have to know how much others are making in order to request an internal equity review. If you believe that an inequity may exist, simply submit a request for an equity review by the February 28 deadline.

- Q. What is taken into consideration during the equity review?**
A. An examination of relevant experience, education, and certification is taken into consideration during the equity review.
- Q. What if I have a master's degree and my class specification only requires a bachelor's degree, will my higher degree be taken into consideration?**
A. If your class specification only requires a bachelor's degree and you have a master's degree, you will be given credit for the additional education.
- Q. Will education from another country be taken into consideration?**
A. For purposes of the equity review, only education received from an accredited institution will be taken into consideration.
- Q. Will volunteer work experience for a non-profit be taken into consideration during the equity review process?**
A. No, while volunteer work may be beneficial to employment or promotional opportunities, it will not be considered for equity review.
- Q. Who will conduct the equity review?**
A. A classification and compensation specialist will conduct the internal equity review.
- Q. If I submit a request for an internal equity review, will I be compared to others within the same grade?**
A. No, you will be compared to others within the same job class specification rather than the entire grade. The only exception would be if you were the only person assigned to a class.
- Q. If I am the only person assigned to a class, can I request an internal equity review?**
A. Yes, if you are the only person assigned to a class specification, you will be compared to similarly situated positions in the same salary grade if there are similarly situated positions. If your work is unique and there are not similarly situated positions, there is no one to compare with and not inequity exists.
- Q. If I request a review and there are ten people assigned to my class specification, will I be compared to all ten of them or only those who are compensated at a higher rate of pay?**
A. To complete your request you will likely be compared to those in your class specification who are compensated at a higher rate of pay to determine if an inequity exists in regard to you.
- Q. If I am compared to an employee with similar experience, education, and certifications and that employee is compensated less, will my salary be reduced?**
A. No, your salary will not be reduced as a result of requesting an equity review.
- Q. What if I request an equity review and it turns out that I am overpaid? Will there be a reduction in my pay?**
A. No, your salary will not be reduced as a result of requesting an equity review.
- Q. Can my supervisor request an equity review for me?**
A. No, a request for an equity review is an employee initiated process and it is up to each individual to request his or her own equity review.
- Q. Must I copy my supervisor or obtain his or her authorization?**
A. No, there is no need for employees to obtain authorization from their supervisor.

- Q. When can I expect to hear the results of my equity review?**
A. Results of the equity review are dependent upon the amount of requests received and the scope of work; however, it is anticipated that all results will be shared no later than June 30.
- Q. How will I hear of the results of my equity review?**
A. The Office of Human Resources, Development, and Engagement will notify you of the results in writing.
- Q. Will everybody receive the results at the same time or is it based on a first come first served basis?**
A. All results will be released at the same time at the conclusion of the study. Each employee requesting study will receive a notification memorandum.
- Q. If an inequity is found to exist and I am awarded higher compensation, will the compensation be retroactive?**
A. No, compensation resulting from an inequity will be prospective at the beginning of the next pay period once a determination is made.
- Q. How will my salary be adjusted if an inequity is found to exist?**
A. In the event an employee is earning a salary lower than an employee within the same class specification with less cumulative experience, education, and certifications, that employee's salary will be increased to the level of the employee with whom the inequity exists.
- Q. What if I am not satisfied with the outcome of my internal equity review, can I appeal it?**
A. No, all results of the equity review are final.
- Q. Will this be the only time an internal equity review will be allowed outside of the maintenance review cycle?**
A. No, it is anticipated that employees will have an opportunity to request an internal equity review during the month of January in any given year.
- Q. Will I be considered for an equity review as part of the five-year maintenance review cycle?**
A. Yes, equity reviews will be conducted on the same schedule as the class specification maintenance review established by the Office of Human Resources, Development, and Engagement (HRDE).
- Q. What is the five-year maintenance review cycle?**
A. As of fiscal year 2014, the following maintenance review cycle was employed for all job classes assigned to specific salary grades:

<u>Grades</u>	<u>Fiscal Year Approximate Number of Job Classes/Employees</u>
A-F	Fiscal Year 2014 36 job classes/353 employees
G-H	Fiscal Year 2015 60 job classes/305 employees
I-J	Fiscal Year 2016 90 job classes/223 employees
K-L	Fiscal Year 2017 101 job classes/251 employees
M-S	Fiscal Year 2018 68 job classes/103 employees

For instance, in fiscal year 2014, positions in grades A-F are being reviewed to ensure that they are properly classified. In addition, an equity review is being conducted to ensure equitable compensation within the same class specification.

- Q. What months will the review take place during the maintenance review cycle?**
A. The review will occur during the fiscal year; however, the exact dates have not been determined.

Q. Where can I learn more about the equity review process?

A. To learn more about the equity review process, please see College policy and procedure 35001/35001CP, Compensation Programs.

Q. Will you be publishing the number of requests you receive?

A. Yes, we plan to share the number of requests we receive.

Q. Will you tell people when they are on the docket to be reviewed?

A. Given the nature of the internal equity review, it is unlikely that employees will be informed as their request is being reviewed. We anticipate releasing results at one time.

Q. How do I ensure that my cumulative experience, education, and certifications are up-to-date?

A. To ensure that your experience, education, and certifications are up-to-date, all staff and administrators must complete the Talent Profile in the Taleo System, which is essential to the equity review process.

Q. What if I am not interested in requesting a salary equity review? Do I still need to complete the Talent Profile?

A. Yes. Completion of the Talent Profile is a collegewide goal for FY14 for all staff and administrators for performance review. Even if you do not request an equity review, your relevant experience, education and certifications will be compared with other employees in your job class who did request review. The Talent Profile is also used for succession planning, career development and other College initiatives. It is in your best interest to complete the Talent Profile.