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Jran	ite	State	Col	lege

University System of New Hampshire

Equity Increases are not intended to replace, or supplement, merit or reclassification increases, nor are they given solely on the basis of longevity, performance, or workload. Refer to the Quick Facts, reverse, for appropriate criteria to potentially justify an equity increase.

University of New Hampshire

Employee Information					
Full Name:		USNH ID#:			
Last	First		M.I.		
Home					
Department:					
Home Department Name			TS Org (6 digits) Home Department Supervisor Name		
Current					
Information:			<u> </u>		
Classification Title		Current Base Hou	urly Rate/Salary FTE	Hourly? Salaried?	
Equity Request Information					
Equity Type: Internal External* *For external equity, attach external market data with justification of origin and validity of market data in addition to your justification below.					
Reviewed by					
Home Department Supervisor	Finance Division	inance Division			
	_				
Supervisor Signature & Date Finance Name Unit Head (respective Dean, Director, AVP)		Fi SPA (if applicable)	inance Signature & Date		
Unit Head Name Unit Head Signature & Date		SPA Name	CDA Cianation	a & Data	
Senior Leadership (respective VP or President)			SPA Signatur		
senior requering (respective vr or rresident)					
Senior Leadership Name	Senior Leadership Signatu	Senior Leadership Signature & Date			
Approval					
Compensation					
Compensation Name		Compensation Signature a	& Date		
-	Transaction #:	EPAF #:			
	Personnel Date:	Ecls:			

Full policy documents can be found at: https://www.unh.edu/hr/compensation

An equity increase is awarded when there is an imbalance between market-competitive pay and campus salary equity. There are two types: internal equity and external equity (or market equity).

Internal equity is the appropriate relationship of an employee's salary with peers performing the same function at the same classification. Factors appropriate to consider for internal equity include:

- Differences in levels of related experience.
- Differences in related education.
- Documented differences in work performance.
- Differences in specialized skills and/or certifications that contribute to the performance in work.
- Differences in the overall scope and complexity of work assigned to the classification level.

What is often viewed as inequity internally can actually be cases of misclassification. In reviewing internal equity requests, HR may initiate a review of the employee's position instead or in addition to a review of the claimed inequity.

External equity is the appropriate relationship of an employee's salary with valid market data showing what our competition pays for similar work. Factors appropriate to consider for external equity include the market price of a position, based on the job summary and/or essential responsibilities, not the title. The market data must come from a valid survey that uses proven methods of data gathering and statistical analysis. The data can not be self-reported. We use the market median (not the average) from these surveys and consider the market range of 85% to 115% of this median as being competitive. While USNH has a standard market philosophy that utilizes the same collection of surveys to price all positions, we recognize certain associations and department-specific third-party organizations can provide valid market data to assist us in ensuring we pay competitively.

