

## UNLV Process for Requesting a Permanent Change to Base Salary for Academic and Administrative Faculty Based on Inequity and / or change in Job Responsibility or Function

This document provides an overview of the process for considering individual requests for salary review for academic and administrative faculty. Salary concerns related to particular groups of faculty, such as job title, salary compression/inversion, and external market disparities, are not intended to be addressed using the methods described in this summary. Strategies to address compression/inversion and external market gaps often span over multiple years, typically take on a phased-in implementation and require substantial funding.

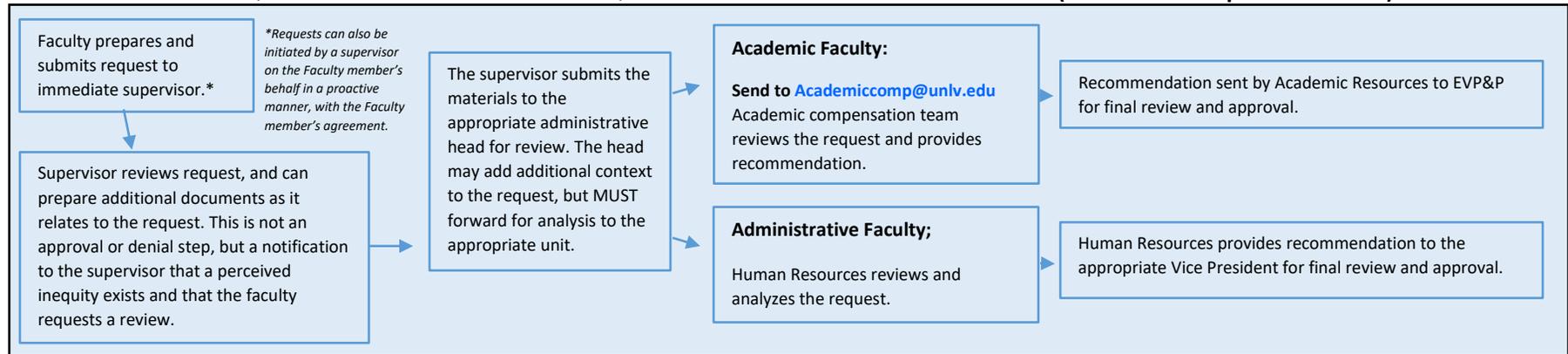
Academic and Administrative Faculty Requests for individual permanent base salary adjustments outside of established merit and cost of living methods must be on the basis of one of the following:

- A. a perceived inequity amongst similarly situated peers within rank or job family within the institution,
- B. a perceived salary gap or disparity based on a protected class under Title VII of the Civil Rights Act of 1964,
- C. a significant change in job responsibilities and/or functions

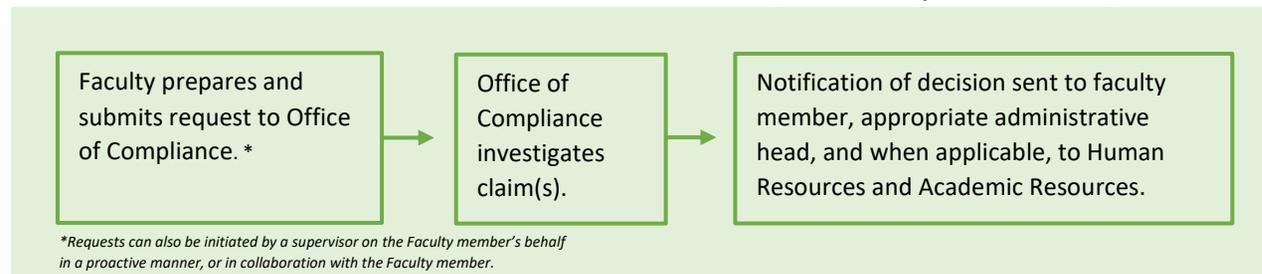
It is important to highlight that while faculty should feel empowered to submit requests for salary review when any of the above criteria are met, adjustments to salary as a result of a salary analysis are contingent on funding, unless submitted and approved under option B. Requests based on a perceived inequity among similarly situated peers at this institution, or on the basis of perceived discrimination of a protected class, will be submitted for official review, even in situations when their respective administrative head does not agree. Faculty can expect two things to occur if the request is based on type A or B as listed above:

- Requests will be presented to Academic Resources, Human Resources, and/or Office of Compliance for review and consideration. The appropriate unit for review is determined based on the faculty's home department, job type, and the type of request. It is not uncommon for a request to be reviewed by each of the aforementioned units.
- The findings of the salary review or the investigative findings will be presented to the faculty member's administrative head (Dean, Director, Provost, Vice President), supervisor, and the faculty member.

**Review Reason A: REQUESTS BASED ON PERCEIVED INEQUITY AMONG SIMILARY SITUATED PEERS (not based on a protected class)**

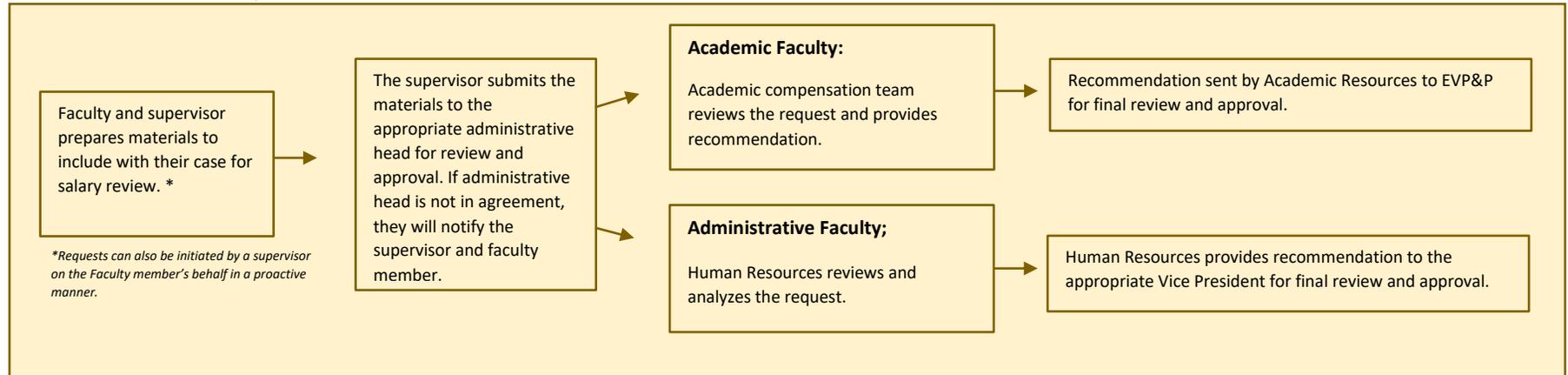


**Review Reason B: REQUESTS BASED ON PERCEIVED INEQUITY (based on a protected class)**



If the request is based on type C, supervisory support and agreement is necessary before the request can advance for official review. Once the supervisor and faculty member agree on the case for review the request will follow a review process as demonstrated below:

**Review Reason C: REQUESTS BASED ON SIGNIFICANT CHANGE IN JOB RESPONSIBILITIES**



## CONSIDERATIONS:

- *In all situations, the right of UNLV employees to be free from discrimination in their compensation is protected under the federal laws seen below:*
- [Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and Title I of the Americans with Disabilities Act of 1990.](#)
- *If you believe your pay is inequitable based on any protected basis (race, color, religion, sex (including pregnancy), gender identity or expression, disability, veteran status or special disabled veteran status, age (40 and over), and national origin, genetic information and retaliation) please contact the Office of Compliance to file a complaint of discrimination. NSHE policies and procedures prohibit discrimination in all areas of employment.*
- *Definition of protected class can be found here [www.unlv.edu/compliance](http://www.unlv.edu/compliance)*
- *Recommendations for an increase to salary are contingent upon funding if on the basis of a change in job duties or external market gaps. Recommendations for an increase to salary as a result of a discrimination complaint are, however, to be implemented as directed by the Office of Compliance.*
- *Issues of salary compression and inversion do occur amongst different job families and groups across campus. This process flow is not intended to be the channel by which compression/inversion concerns would be addressed.*
- *Approved salary adjustments as result of this process are reported yearly to the UNLV Faculty Senate.*
- *Adjustments that exceed 10% of the base salary are reported yearly to NSHE/Chancellor's Office.*
- *For appeal to a salary decision, please see [https://www.unlv.edu/sites/default/files/page\\_files/27/HR-UNLVProcessForRequestingPermanentChangeToBaseSalary-AppealProcess.pdf](https://www.unlv.edu/sites/default/files/page_files/27/HR-UNLVProcessForRequestingPermanentChangeToBaseSalary-AppealProcess.pdf)*

REVIISED September 2019 – routing for academic and administrative faculty.