

HR Issues New Guidelines for Employee Salary Equity Reviews

(March 6) Having recently completed the first of what will be annual non-contract employee salary reviews, Human Resources is issuing new guidelines for the procedure.

Salary reviews are intended to close the gap between employees whose pay is significantly lower than their counterparts who have similar experience, education and backgrounds. Any pay raises that result are not considered merit or general pay increases.

Reviews by HR and COO

Under the new guidelines, executive officers must determine the appropriateness of requests before submitting them to the executive officer, Human Resources, in August. The executive officer, Human Resources, and the Chief Operating Officer will determine whether a review is warranted before forwarding the request to HR's Classification and Compensation Unit for analysis and a recommendation.

Equity review results will be submitted to the Chief Operating Officer in January for final approval. Employees will be notified of results in February. Results of reviews cannot be appealed. A salary equity review request may not be resubmitted for three years.

In reviewing an employee's salary, HR compares similar job classifications within the employee's department and elsewhere within the MTA. The employee's experience, education and time in the current classification also are considered.

Goal to minimize inequities

"Maintaining internal (and) external equity is vital to an organization's continued success," wrote Ray Inge, executive officer, Human Resources, in a memo released March 6. "The goal of this agency is to minimize inequities."

A total of 191 requests for salary equity reviews were submitted in August, 1999, by 13 departments. Seventy-nine employees - 41 percent - received pay increases. Another 104 requests were denied and eight were withdrawn. In all, the MTA approved a total of \$201,745 in pay raises.

[Back to MTA Report](#)