

Sustaining Compensation Equity

The Student Affairs Executive Team-- in collaboration with management-- will conduct an annual, transparent review of internal compensation in advance of the budget planning cycle to ensure that compensation remains equitable and to interrupt any systemic practices that negatively impact equity.

Supervisors also play a critical role in sustaining compensation equity. Supervisors are expected to:

1. Maintain accurate job descriptions for the staff they supervise;
2. Stay informed and up to date on Divisional guidelines and related campus policies, which can be found [here](#).
3. Implement all new guidelines and practices related to classification and compensation;
4. Continue to have required salary actions--including stipends, new employee salaries, and salary adjustments for existing employees-- approved through the [Student Affairs Position Control](#) process.
5. When recruiting to fill a vacancy, review the compensation analysis (provided by HR partners) with manager when requesting to offer a salary above HR recommendation, even when below SAPC approved amount for recruitment.