



## PERSONNEL POLICY

### SUBJECT: INTERNAL EQUITY IN PAY POLICY

DATE: February 15, 2017

Number: 315-16

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#### **I. Statement of Policy**

Fulton County recognizes that salary adjustments may be warranted when similarly-situated employees performing similar work under similar working conditions within the same department are being paid at significantly different salary rates. Salary adjustments under this policy are not a right or benefit of employment and are contingent on various factors, including, but not limited to, budgetary limitations and fiscal projections.

#### **II. Definition of Internal Equity Adjustment**

Internal equity adjustment is defined as a salary adjustment for a similarly situated employee performing similar work under similar working conditions within the same department that requires a comparable level of knowledge, skill, or ability in order to resolve inequities. The fact that a salary adjustment is granted to one or more employees in the same department may not be used as the sole justification for additional internal equity salary requests. Other relevant factors to be considered include: budget effects; merit and length of service of the employee; market-based considerations; statutory protected class considerations; and pay compression or inversion in existing pay relationships within a department.

#### **III. Eligibility**

Normally, only those individuals who have employed in a position at least two (2) full calendar years shall be eligible for an internal equity salary adjustment. However, the Chief Human Resources Officer may consider length of employment on a case-by-case basis.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

#### **IV. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

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## PERSONNEL POLICY AND PROCEDURE

### SUBJECT: INTERNAL EQUITY IN PAY PROCEDURE

DATE: March 17, 2017

Number: 315-16

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#### I. Amount

In the event an internal equity salary adjustment is requested by an Appointing Authority or Department Head on behalf of an eligible employee, the amount requested shall be supported by salary comparison data from within the employee's department, along with relevant salary comparison data from other Fulton County departments and/or other sources deemed relevant by the Personnel Department staff in consultation with the employing department.

#### II. Documentation Required

An internal equity increase request may only be initiated by the appropriate Appointing Authority and the Chief Human Resources Officer and shall be accompanied by:

1. Explanation of the inequity;
2. Position and salary comparisons within the employee's department that confirm an internal equity problem; and
3. Budget availability and funding source.

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