

Staff Salary Inquiries

Purpose/Overview

To provide individualized information on where the employee's salary is in relation to available external market data and review the process used for determining staff salaries. The Staff Wage and Salary Program policy provides the full explanation of how staff salaries are determined.

Definitions

External Market Data: the Director of Human Resources gathers salary survey information from various sources each year. These surveys include various comparable employers local and nation-wide. This information is provided by various think tanks and associations and is required to be kept confidential. Information provided during a salary inquiry will be stated so as to protect the confidentiality of participating institutions.

Procedure/Policy

1. Employee contacts Human Resources and makes an appointment with the Director.
2. Employee meets with the Director of Human Resources. Director provides a memorandum showing the employee's current annualized salary, years of service, and corresponding grade level salary information. Director will provide limited external market data to the extent possible.

Responsibility

The Director of Human Resources is responsible for providing information to staff employees making inquiries about how their salary is determined. The Dean of Faculty is responsible for providing this information to faculty employees.

References

Staff Wage and Salary Program Policy: available through Pitzer's intranet or by request from the Human Resources Office.

Attachments

None.