

# PAY EQUITY REPORT FIELDS

This list must include all job classes which had employees at any time in the previous calendar year, unless the class was abolished on or before December 31<sup>st</sup>. For classes which were vacant on December 31<sup>st</sup>, but were occupied at some point during the year, report data that pertained to the most recent incumbent that occupied the class. Report only those employees who work at least 67 days per year (100 days in the case of students) and work an average of 14 hours per week or more during the weeks they are scheduled to work.

## jobid

Used as reference to differentiate jobs with same title. Only required when creating a spreadsheet to import. If data is entered manually or copied from an existing report, the system will generate jobid.

## title

List all job classes. "Class" means one or more positions that have similar duties, responsibilities, and general qualifications necessary to perform the duties, with comparable selection procedures used to recruit employees, and the same compensation schedule.

## males / females

Enter the number of males in the class who work at least 67 days per year (100 days in the case of students) and work an average of 14 hours per week or more during the weeks they are scheduled to work. If there are zero, enter "0".

Enter the number of females in the class who work at least 67 days per year (100 days in the case of students) and work an average of 14 hours per week or more during the weeks they are scheduled to work. If there are zero, enter "0".

## points

Enter the number of points for each job class as determined by your job evaluation system. All entries must be numeric and must be whole numbers.

## mins / maxs

- Report to the nearest whole dollar.
- Report minimum and maximum monthly salaries when a salary range is defined.
- If there is no range and
  - There are multiple employees in the class, enter the least paid salary as the minimum and the highest paid salary as the maximum salary.
  - There is only one incumbent, the same value would be entered in both fields.

### mins / maxs - How to calculate monthly salary

Multiply hourly rates by 173.3, regardless of full-time or part-time status  
Divide annual rates by the number of months worked

### mins / maxs - What to include in monthly salary

“Salary” consists of wages and additional cash compensation.

“Wages” means all regular payments for routinely scheduled labor or services made by a jurisdiction to a class of employees, whether these payments are made on an hourly, monthly, or annual basis, except for payments defined as exceptional service pay, and except for payments excluded from the definition of compensation. Wages refers to the maximum monthly payment for a job class if there is an established payment range for the class, or to the highest actual monthly wage paid to any member of a class if there is no established payment range for that class

“Exceptional service pay” means longevity pay or performance pay.

“Compensation” consists of salary, exceptional service pay, and benefits. Compensation does not include overtime pay, shift differentials, or uniform allowances, as defined below. Compensation also excludes any other payments not defined as salary, benefits, or exceptional service pay.

“Additional cash compensation” means all payments made by a jurisdiction to a class of employees when the payments are made to all employees in the class and when the payments exceed the maximum of an established payment range. Additional cash compensation includes lump sum payments and bonus payments except:

Additional cash compensation does not include retroactive adjustments to wages when those adjustments do not exceed the reported wage maximum, and does not include retroactive contributions to benefits when those contributions do not exceed the reported benefits contribution limits; and

Additional cash compensation does not include payments defined as exceptional service pay, and does not include payments excluded from the definition of compensation.

### mins / maxs - When to include health care benefits

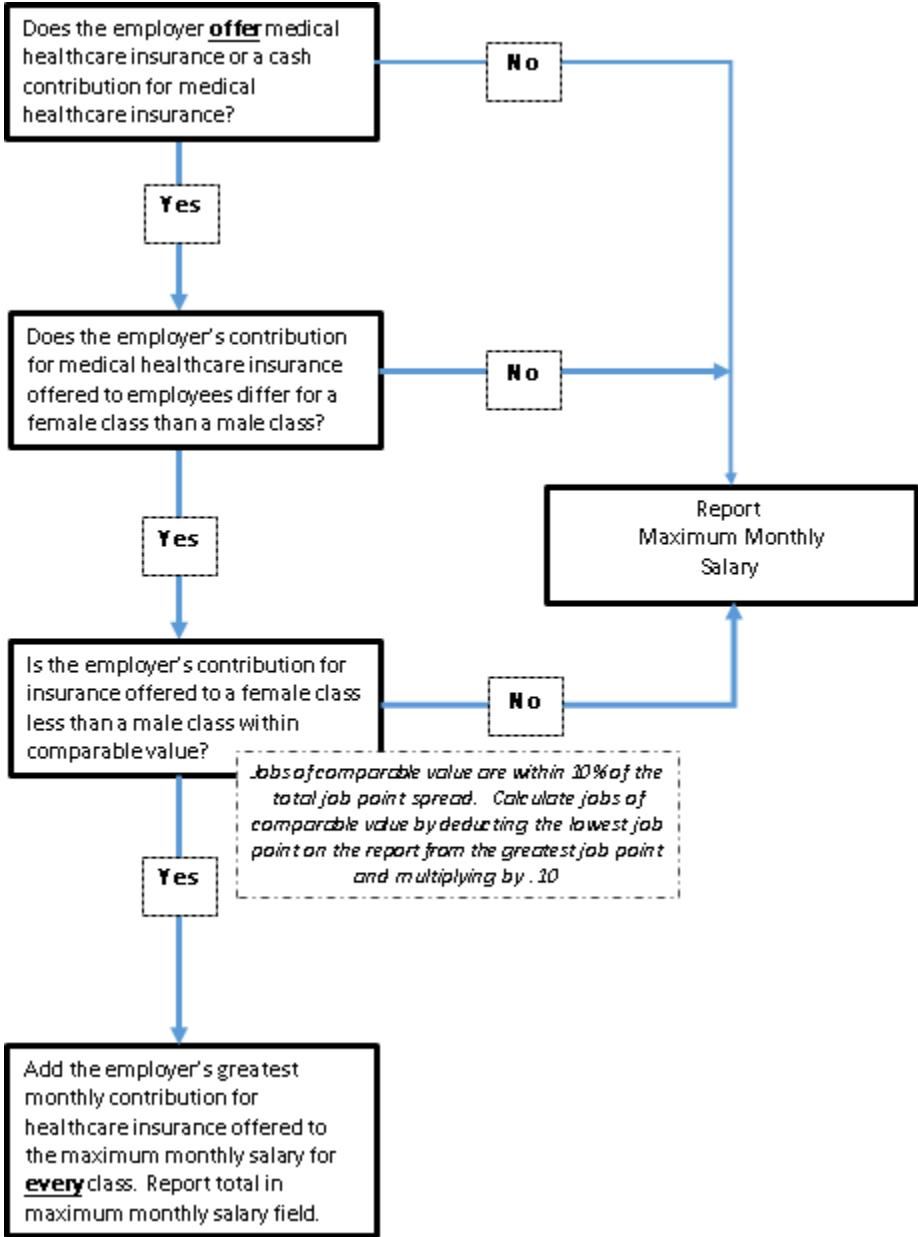
The jurisdiction must include medical health care benefits in max monthly salary when eligibility for benefits, or the jurisdiction's contribution limit for benefits, is different for any male-dominated and female-dominated classes of comparable work value. Classes are of comparable work value for purposes of this subpart if their job evaluation ratings are within ten percent of the total range of evaluation ratings in the jurisdiction.

The total range of evaluation ratings is determined by subtracting the lowest rating assigned to any class in the jurisdiction from the highest rating assigned to any class in the jurisdiction. The rating corresponding to ten percent of that amount is determined by dividing the total range of evaluation ratings by ten. For example:

300 job points – 110 job points = 190. Ten percent of the range is 19 points. Jobs within 19 points of each other are considered jobs of comparable work value.

To determine whether differences exist, jurisdictions must compare benefits eligibility and contribution limits for each female-dominated class to benefits eligibility and contribution limits for each male-dominated class within an evaluation range extending from ten percent of the total range of evaluation ratings below the female-dominated class to ten percent of the total range of evaluation ratings above the female-dominated class.

If differences exist, and if the differences represent a lower contribution limit or more limited eligibility for any female-dominated class, the jurisdiction must add the greatest amount of the employer's contribution limit offered for each class. Pro-rate the contribution to determine a monthly value, if necessary.



# yrmax / yrserv

If there is a formal salary range with a time-phased step progression for a job class, enter the number of years to achieve maximum salary in the yrmax column and report “0” in the yrserv column.

If there is a salary range and movement through the range is based solely on performance and not on years in the position, enter “0” in the yrmax column and enter the number of years of service, for the employee in the class with the highest number of years of service, in the yrserv field.

If there is no formal salary range enter “0” in the yrmax field and enter the number of years of service, for the employee in the class with the highest number of years of service, in the yrserv field.

Progression thru Salary Range	yrmax	yrserv
Time-phased steps	number of years	0
Performance based	0	number of years
No salary Range	0	number of years

# exsrv

Exceptional Service Pay is longevity pay or performance pay. Longevity pay is additional pay to employees achieving a specified number of years of service or seniority. Performance pay is additional pay to employees who meet specified performance or production standards.

Report exceptional service pay only if an employee in the class is actually receiving longevity pay or performance pay and their total wages exceeds the maximum monthly salary reported. If there is no formal plan or if no one is eligible, leave the field blank.