

LOCAL 743 EQUITY REVIEW COMMITTEE CHARTER

I. Authority

For its Agreement enforcement, the Local 743 Equity Review Committee (“the Committee”) Charter was adopted by Human Resource Services (HRS) on May 1, 2005 as a result of recent negotiations between Local 743, I.B.T. and The University of Chicago. The Committee’s decision to approve or deny an equity request will reflect the majority’s opinion of those present at a meeting.

II. Purpose of the Committee

Human Resource Services (HRS) established the Committee to assist University management who have identified pay inequities among bargaining unit employees within their departments pursuant to Article 16, Section 16.11 (B) of the Agreement.

III. Composition of the Committee

The members shall consist of representatives from the following areas of HRS: Labor Relations, Compensation, Records Administration, and Staffing & Recruitment. The Committee will be co-chaired by a Labor Relations Representative and a designee from HRS Compensation.

The co-chairpersons will chair all regular meetings of the Committee and set the agendas for Committee meetings.

IV. Responsibilities and Duties of the Committee

The Committee is responsible for receiving, analyzing, researching, evaluating and making decisions regarding management requests for equity adjustments for existing Local 743 employees.

Article 16, Section 16.11 (B) of the agreement states:

Existing Employees – Where required by market conditions (i.e., the ability to attract or retain qualified employees), and/or in order to correct departmental pay inequities, the University may raise the pay rates of individual employees within a particular job classification.

If the University deems it necessary to make adjustments to pay rates for the reasons set forth in the preceding paragraph, it will promptly notify the Union and engage in good faith discussions over the proposed changes. If no agreement is reached, the University may implement its proposed changes, and the Union may submit the matter to an arbitrator pursuant to the procedure provided in Article 7 of this Agreement.

In any arbitration proceeding pursuant to this Section 16.11 (B), the University shall have the burden of proving that its new rate is justified by job content, market data, and is consistent with pay rates paid other employees in similar positions within the same department.

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V. Procedures of the Committee

- The Committee will meet bi-weekly, on the first Friday of every bi-weekly pay period, and on an ad hoc basis as necessary.
- All requests for equity review should be submitted to HRS by the first Monday of every pay period to be reviewed during that pay period. There may be cases when the Committee's review will take longer than one pay period to complete; however, the effective date(s) for equity adjustment(s) shall be the pay period begin date closest to the submission of the written request.
- All requests for pay rate adjustments must include a compelling written argument to explain the reason for an increase to an employee's base rate, including a specific analysis of salary relationships in cases of correcting salary inequities, or specific outside salary offers in cases of retention.
- Labor Relations will receive, track and distribute requests to other members of the Committee. Compensation will research, analyze, and communicate with supervisors and department human resource representatives regarding their requests.
- The Committee will review supervisor and department human resource representatives' requests for equity adjustments and provide consideration to critical and/or unusual pay administration problems.
- The Committee will approve, deny or recommend revisions to equity adjustment requests. Upon the implementation of the recommended revisions, the Committee will approve equity adjustment requests, especially if it is determined that the adjustments will affect other existing Local 743 employees.
- The Co-Chairpersons will notify Local 743 the outcomes of completed equity adjustments.

VI. Guidelines for Equity Reviews

The application of equity reviews may be appropriate in the following instances:

1. To correct an internal wage rate inequity/compression which may have occurred between Local 743 employees in similar positions within a same department. An employee's qualifications may be taken into consideration when determining the appropriateness of an equity adjustment.
 - A. Definitions:
 - (1) "Similar position" is defined as jobs that have the same HRS job classification (HRS job title and HRS job code).
 - (2) "Same department" is defined as the seven (7) digit department number listed in Integral System's Human Resource Management System (HRS' employee database).
 - B. There must be two or more Local 743 employees in similar positions within a same department in order to make an equity adjustment under guideline #1.
 - C. If an equity request is submitted that could affect a Local 743 employee who recently transferred into a new department, that employee is not eligible to receive an equity adjustment until after successful completion of his or her qualifying period in the new position.

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2. External market data may be used to review Local 743 employees with special skills or experience during an equity review of an entire job classification that is uniquely critical to a department's and/or the University's operations.

VII. Appeals to Committee Decisions

Supervisors and/or department human resource representatives may appeal Committee decisions in writing to the Director of Labor Relations within ten (10) days of receiving the Committee's decision.

Evaluation of the Committee

The Committee shall, on an annual basis, evaluate its performance under this Charter and the Committee will prepare and submit a summary report to include in HRS' Annual Report.

Periodically, the Committee shall evaluate whether this Charter appropriately addresses the matters that are or should be within its scope. The Committee shall address all matters that the Committee considers relevant to its performance, including at least the following: the adequacy, appropriateness and quality of the decisions by the Committee; the manner in which they were discussed or debated; and whether the number and length of meetings of the Committee were adequate for the Committee to complete its work in a thorough and thoughtful manner.

In addition, the Committee shall review and reassess, at least annually, the adequacy of this Charter and implement any improvements to this Charter that the Committee considers necessary or valuable.

The Committee shall conduct such evaluations and reviews in such manner as it deems appropriate.