**Proposed Procedure for discretionary equity adjustments:**

When funds become available, Human Resources will create a spreadsheet of UW System University Staff with state years of experience, current wage data, title, pay schedule/pay range, system average wage within the pay schedule/pay range (excluding the doctoral campuses of Madison and Milwaukee, 2-year campuses of UW Colleges and UW Extension) and excludes titles that do not appear at UW-River Falls or are represented. This spreadsheet will be used to determine market average salary. Human Resources will insert the average salary into the UW-River Falls wage adjustment spreadsheet.

**Determining eligibility:**
- Staff represented by collective bargaining are ineligible from receiving equity adjustments
- Staff serving a probationary period are not eligible
- Staff cannot have received a base-building wage adjustment under this procedure outside of a pay plan in two consecutive years
- Staff must have a minimum of a satisfactory evaluation for the previous year on file with Human Resources. For example, for a July 1, 2016 distribution, the employee must have a satisfactory evaluation or better for the period of 2015-16
- Supervisors who are University Staff must have completed and submitted all their direct report evaluations for the current year to be eligible
- Staff who are at or above the determined average wage for their pay schedule/pay range are not eligible

The UWRF wage adjustment spreadsheet should contain:
- A: employee name
- B: job title
- C: pay schedule
- D: pay range
- E: current hourly wage
- F: seniority date
- G: experience years
- H: average wage for pay range from UW system spreadsheet
- I: rank of years of experience (G) among eligible employees [most years = highest rank]
- J: difference of system average wage (H) minus hourly wage (E)
- K: wage difference (J) as percentage of current wage (H)
- L: rank of difference percentage (K) among eligible employees [most difference = highest rank]
- M: adjustment weight of 50% of experience rank (I) plus 50% of wage difference rank (L)
- N: wage difference (J) times 2080 [total amount required to bring employee up to average]
- O: 25% of salary difference (N)
- P: adjustment amount of the percentage of wage difference (O) or the policy cap of $750, whichever is smaller
The spreadsheet should be sorted by the adjustment weight column (M) to determine who receives adjustments.