

Procedure Number: HR001

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Title: Salary Comparability Procedure

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Statement

This procedure is established to provide the guidelines by which The University Corporation, (TUC), will conduct salary comparability analysis.

Background

TUC is required by the California Education Code §89900 to have “comparable” salaries and benefits for job titles that are comparable with the state of California. This procedure will document the process for conducting salary comparability analysis.

Procedure

1. The salary comparability analysis will be conducted in the odd numbered calendar years.
2. TUC Human Resources (HR) will work with the campus Office of Human Resource Services (OHRS) to identify those positions that require salary comparability.
3. TUC HR will utilize information garnered from various sources.
 - a. State of California
 - b. Auxiliary Organizations Association (AOA)
 - c. Specialized salary survey sources such as Department of Labor Occupational Employment Statistics and Robert Half International (Accounting/Finance).