Pay Equity Adjustment Request

A pay equity adjustment is an adjustment to an employee’s pay to maintain competitive pay within a work group/unit or classification.

Per Career Service Rule 9-39, an appointing authority may adjust pay for an employee, within that employee’s current salary range, if the purpose is to eliminate pay inequity so long as that employee’s pay is being compared with the pay of another employee in the same department/agency who is:

1. In the same classification; or
2. In the same classification series; or
3. In a classification in the same occupational group within the same career path performing comparable types of duties; or
4. Subordinate to the existing employee in that employee’s chain of command.

Employees at or above the level of manager are eligible for this pay adjustment only if the comparison employee is also at or above the level of manager.

A pay adjustment within the salary range requires the approval of the Office of Human Resources (OHR) executive director. The effective date of any such pay adjustment shall be the beginning of the work week following approval by the OHR executive director.

Before completing the pay equity adjustment request form please consult with your HR Business Partner. They will help you determine the eligibility for a pay equity adjustment, select the appropriate comparison employee, complete the necessary forms, and forward the information to the appropriate Classification and Compensation analyst.

A Classification and Compensation analyst will review the form for compliance with rule and adherence to the City and County of Denver classification and pay plan. Once the form has been approved through the OHR Executive Director, the approval will be returned to the HR business partner for processing in the HR information system.

Pay Equity Adjustment Request Multiple Employee Addendum

When requesting a pay equity adjustment for multiple employees in a work group/unit or classification within a department/agency please complete this form. The addendum form allows for additional consideration of up to four more employees per addendum. Please complete an additional addendum form for every four additional employees being considered for a pay equity adjustment.

Your HR business partner will guide you through this process. Please contact them prior to completing the form.

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