

FILING A REVIEW OR EQUITY REQUEST

This packet is intended to help our members understand the Professional Staff Salary Administration Program (SAP) and explain the processes for appealing the system. These enclosed materials will assist you in deciding if and how to appeal:

- The **Determining the Nature of the Case** chart will help you decide what kind of action to take.
- The **Position Review (Off-cycle) and Equity Process** flowchart will clarify those two processes for you.
- The basis for any good appeal is an accurate position description.
 - If you feel that your position description is not accurate, the position description worksheet may be used to help you identify your duties and responsibilities.
 - Then, you meet with your supervisor to formulate an accurate position description (form enclosed) on which to base your position evaluation. Once you have a newly revised position description, forward it (with your worksheet) to the Manager of Total Compensation for an off-cycle review. Also forward a copy to the Chair of the SAP committee so PSU/MTA can keep track of your paperwork and date, in case there is a dispute.
 - Human Resources total compensation staff evaluates your position description's duties and responsibilities according to 12 elements, with increasing levels of complexity or responsibility in each element assigned more points. Your steward has a copy of this point system and can help you understand it; however, it is somewhat subjective and open to interpretation.
- **Tips and Strategies** offers some helpful suggestions based on our past experience with these kinds of reviews.

Good luck as you move through this process. Remember to involve your SAP steward as a resource, who can provide informed and valuable assistance to you.

Other helpful resources:

- See the documents on the PSU webpage:
<http://www.umass.edu/psumta/committees/salaryadmin/saindex.html>
- UMass Amherst Professional Staff Salary Administration Program (SAP) “Grey Book” – This book includes personnel process information and forms and may be obtained at the Human Resources information desk, 3rd floor of Whitmore Administration Building. **It is now only on-line.**

PSU/MTA

- **Human Resouces web site** – Includes information in the “SAP Manual”, but shows an out of date version, plus current salary ranges for position levels: <http://www.umass.edu/humres/>
- **Salary roster** – Printouts of individual salaries are available at the reserve desk of the library, or via special requests to a SAP steward.