

## Career and Fixed-Term Faculty Pay Action Form

This form must accompany all Career and Fixed-Term Faculty (Pro Tem, Postdoctoral, Retired, and Visiting) appointments and pay actions. ***It does not apply to EC Cares or to Tenure-Track Faculty pay actions.*** The form is intended to help advance equitable pay and compliance with the Oregon Equal Pay Act. Please consult the [guidance website](#) to complete the form below.

Appointment Information		
Unit Name:		Timesheet Org #:
Hire/Employee Name:		Effective/Start Date:
Category & Rank:		Classification:
Employee 95# (if available):		Position Title:
Working Title (if different than position title; e.g.: Lab Manager):		
Position Summary (optional):		
Pay action:		If other, describe:
Salary Floor (if applicable):	Proposed Salary:	Current Salary (only if UO employee):

**Step 1: Assess the Pay Action:** Is this pay action one of the following?

Postdoc appointment at salary floor, proceed directly to **Step 5**.

Pro Tem appointment at salary floor, proceed directly to **Step 5**.

All other appointments or pay actions proceed to **Step 2**.

**Step 2: Comparators:** Is the position comparable to other positions in the same unit?

When considering if two jobs are comparable, consider whether the work requires substantially similar knowledge, skill, effort, responsibility, and working conditions in the performance of work, regardless of job description or job title.

Yes, position is comparable to others, proceed to **Step 3**.

No, the position is not comparable to others, proceed directly to **Step 5**.

**Step 3: UO Seniority vs Salary:** Does the proposed salary align with the salaries of the identified comparable positions based on seniority? Seniority is measured by years of experience at UO in assignments relevant to the current role.

Yes, proceed directly to **Step 5**.

No, proceed to **Step 4**.

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**Step 4: Evaluation, Explanation, and Confirmation:** This step is required when the proposed pay creates or amplifies a salary disparity between comparable positions that cannot be justified by seniority. Such a salary difference must then be explained by one or a combination of the elements below.

Evaluation of these elements must to be conducted by someone of appropriate authority and qualification, such as a Department Head, Institute Director, academic Associate Dean, or Dean.

The proposed salary is justified by (check all that apply):

Relevant experience in a related position at UO

Relevant experience in a position outside UO

Relevant education and/or training beyond comparable positions

Documented merit (Current UO employees only, for use with EOD, reclass, retention, renewal)

***If you cannot select any of the above elements the proposed salary must be adjusted to not exceed comparators.***

Provide name, title, and signature of appropriate authority who conducted the analysis in step 4:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 5: Certification:** To be completed by unit designee (Examples: CFO, HR Manager, PI, Business Manager, etc.).

*I hereby certify that the information provided in this document is accurate to the best of my knowledge and adheres to university compensation principles and practices.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 6: Submit:** Upload this form to the MyTrack offer card under the Faculty Pay Form document category for new hires. For expansions of duty and reclassifications attach to the MyTrack position description on the documents tab under the Faculty Pay Form document category. For pay actions outside of MyTrack include as an attachment with the relevant forms.