



DOCUMENTATION FOR EQUITY INCREASE

STATE OF NORTH DAKOTA

SFN 54492 (12-2021)

N.D. Admin. Code § 4-07-02-01 defines equity increase as a salary increase provided to a classified employee to mitigate either a serious internal agency inequity or a documented external market condition. N.D. Admin. Code § 4-07-02-15(2) requires that at the time the increase is granted, documentation must be submitted to Human Resource Management Services. Equity increases must not exceed 20 percent in a biennium for an employee.

Agency	Division/Unit	Effective Date
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Employee Name	Position Number	Job Class & Title	Years (Months) of Service	Years (Months) of Experience in the Field/Profession	Current Monthly Salary	Monthly Salary with Equity Adjustment

Define the inequity and explain what caused it.

If the inequity is based on comparison with other positions, list the comparable positions:

Employee Name	Agency/Position Number	Job Class & Title	Years (Months) of Service	Years (Months) of Experience in the Field/Profession	Current Monthly Salary
1.					
2.					
3.					
4.					
5.					
6.					

If the inequity is based on other factors (education, training, skills, recruitment difficulty, etc.), provide further explanation and analysis of those factors.

Will this equity adjustment cause any additional inequities?
 No Yes – Explain and Identify Positions

Provide relevant available market data in cases of external equity.

Attach additional sheets (if necessary) to document the need for an equity adjustment. Submit this completed form to Human Resource Management Services in accordance with N.D. Admin. Code § 4-07-02-15.

Appointing Authority	Date
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