

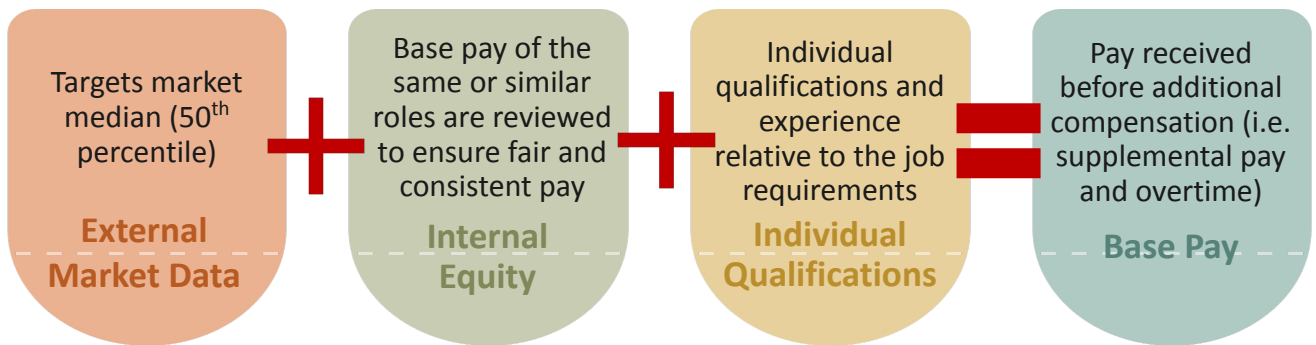
# Understanding Base Pay



Base pay is the amount that a staff member is paid prior to any applicable premium pay such as shift differentials, overtime pay, supplemental pay or any pay element other than the base rate. Base pay is determined using 3 primary factors for current staff promotions and equity reviews, internal and external applicant salary offers, and lateral transfers. If a current staff member is selected for a job at the same grade level (lateral transfer), their base pay will be reviewed to ensure it is appropriate; however, they may not receive a salary increase.

## Determining Base Pay

There are 3 primary factors that are considered when determining base pay:



**1) External Market Data:** Brown purchases market survey data annually which is published by third party providers, ensuring validity of the data. Brown utilizes a market pricing methodology that targets the 50th percentile, or the market median, which aligns with market data and best practices. External market data for both higher education and other industries within the Northeast region is leveraged.

**2) Internal Equity:** Base pay of the same or similar jobs (jobs in the same job profile or jobs in the same job family and grade) across the University are reviewed to ensure fair and equitable pay internally.

**3) Individual Qualifications:** Current staff and job candidates are evaluated based on factors such as years of directly related career experience, knowledge, and education relative to the requirements of the job.

**Looking for Additional Information?** Contact your manager or Human Resources Business Partner (HRBP) to further discuss base pay and other compensation matters. You may also visit <https://hr.brown.edu/working-brown/compensation>