

UC Davis Personnel Policies for Staff Members

Compensation

Section 30, Salary

Date: 12/21/99

Supersedes: 2/12/97

Responsible Department: Human Resources

Source Document: UC PPSM 30

30.A. POLICY

Note 1--Funding of Salary Changes. See UC Davis Policy & Procedure Manual Section 330-26 regarding the impact of range adjustments, merit increases, reclassifications, hiring above minimum salary, and other salary actions on the department budget.

Note 2--Appointment of New Employees above Minimum Salary. Department heads are delegated the authority to set salaries for new employees up to and including the midpoint of a salary range. Contact the Recruiter to request approval above this level.

Note 3--Transfer and Lateral Reclassification. Normally, no salary adjustment occurs upon transfer or lateral reclassification, as defined in Policy 2, Definition of Terms. However, department heads may adjust the salary after consultation with the Recruiter (transfer) or Compensation Services (lateral reclassification).

30.B. ADJUSTMENT OF SALARY RANGES

Note 1--Salary Ranges. Salary ranges for all positions are published in the Universitywide Title and Pay Plan. They are available on the World Wide Web (<http://www.hr.ucdavis.edu/Salary>) and from Compensation Services.

Note 2--Authority. The Associate Vice Chancellor--Human Resources & Risk Management establishes and adjusts local salary ranges for nonrepresented titles.

30.C. MERIT INCREASES

Note 1--Eligibility for Merit Increase. Merit increases are normally effective on October 1 of each year. All employees who hold a Professional and Support Staff or Manager and Senior Professional career position on April 1, and are nonprobationary on October 1, are eligible. Human Resources provides merit eligibility rosters to deans, vice chancellors, and UCDHS associate directors. Merit eligibility information is also available in payroll/personnel Decision Support systems.

Note 2--Authority. Authority to approve merit increases, subject to the annual limit in Policy 30.I, is delegated to deans, vice chancellors, and UCDHS associate directors. They shall consider the employee's accomplishments, the performance appraisal, and the employee's overall contribution to the department. Where a merit review committee is used, it shall provide recommendations to the dean, vice chancellor, or administrative unit head, who shall make the final decisions.

30.D. PROMOTIONAL INCREASES

Note 1--Appointment of Existing Employees above Minimum Salary (Professional and Support Staff). Upon upward reclassification of an existing position or promotion to a new position, as defined in Policy 2, Definition of Terms, the department head may grant a salary increase not to exceed the maximums of the new range or Policy 30.I.

Note 2--Appointment of Existing Employees above Minimum Salary (Managers and Senior Professionals). Approval is required for a salary increase upon promotion or upward reclassification. On campus, contact the Associate Vice Chancellor--Human Resources & Risk Management. At UCDHS, contact the Recruiter (promotion) or Compensation Services (reclassification).

30.E. DEMOTION OR DOWNWARD RECLASSIFICATION

Note 1--Authority for Downward Reclassification. If the current salary is above the maximum of the salary range for the new class, the department head (campus) or Assistant Director--Human Resources & Risk Management (UCDHS) may elect to retain the current salary until it is within the new salary range.

30.F. EQUITY INCREASES

Note 1--Authority. An increase may be granted to correct an individual equity problem. Contact Compensation Services to obtain approval of an equity increase for Professional and Support Staff. Contact the Associate Vice Chancellor--Human Resources & Risk Management (campus) or Compensation Services (UCDHS) for Managers and Senior Professionals.

30.G. SIX-MONTH INCREASES

Note 1. Six-month increases are not authorized.

30.H. CASUAL INCREASES

Note 1--Casual Employees. A department head may grant a salary increase for a casual employee who is not eligible for a merit increase upon completion of a performance evaluation, as described in UCD Procedure 23.A, Note 3. The department head should consider internal equity with career positions in determining what is appropriate.

Note 2--Casual/Restricted Employees. See UCD Procedure 3, Exhibit B.

30.I. ANNUAL INCREASES

Note 1--25% Limit. Requests for exceptions to the 25% limit should be directed to Employment/Outreach (promotion) or Compensation Services (reclassification) for campus Professional and Support Staff and all UCDHS positions. For campus Managers and Senior Professionals, contact the Associate Vice Chancellor--Human Resources & Risk Management.

30.J. ADMINISTRATIVE STIPEND

Note 1--Authority. A stipend is a temporary payment that should not exceed one year in duration. Contact Compensation Services to obtain approval of an administrative stipend for Professional and Support Staff. Contact the Associate Vice Chancellor--Human Resources & Risk Management (campus) or Compensation Services (UCDHS) for Managers and Senior Professionals.

Note 2--Acting Appointments. See UCD Procedure 36.

30.K. PERQUISITES

Note 1. Contact Compensation Services to establish or change a perquisite.

30.L. RESTRICTIONS

Note 1--Appointment above 100%. An exception may be appropriate if a proposed appointment over 100% results from working in two different departments, or two different classes in the same department, and meets the following conditions:

- It is a Professional and Support Staff position;
- It is impractical to employ another person;
- The additional appointment will not exceed a total of 12 calendar months;
- The time worked on the additional appointment will not be detrimental to the employee's performance; and
- The employee's department head(s) agrees to the arrangement.

Contact Employee & Labor Relations (campus) or Compensation Services (UCDHS) to obtain approval. If a non-exempt appointment is involved, contact campus or UCDHS Compensation Services to determine whether Policy 32 (Overtime) applies, and, if so, which department will incur the overtime costs.