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## Personnel Policies for Staff Members

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### Compensation

#### 30. Salary

March 1, 2002

##### A. POLICY

An individual salary shall be within the salary range that is assigned to the position based on the position's duties and responsibilities.

##### B. ADJUSTMENT OF SALARY RANGES

Salary ranges may be adjusted periodically within Universitywide guidelines. Adjustments of salary ranges (for ranges with no individual salary steps) do not increase the salary paid to an employee, but provide increased potential for within-range salary advancement.

##### C. MERIT INCREASES

Salary advancement within a salary range is based primarily on merit. An employee in a career position is eligible for a merit review in accordance with local guidelines. The increase awarded to an eligible employee is based on performance as it relates to current pay and assigned responsibilities, the employee's current position within the salary range, relative performance, and availability of funds. When applicable, the merit increase also includes an adjustment to bring an individual salary to the minimum of the salary range pursuant to Section A. of this Policy.

Merit increases normally are awarded annually, in accordance with Universitywide funding guidelines. A performance appraisal shall be completed within the twelve months preceding the department head's approval of any merit increase. (See Staff Policy 23, Performance Appraisal.)

##### D. PROMOTIONAL INCREASES

A salary increase may be granted upon promotion or upward reclassification.

##### E. SALARY ADJUSTMENTS UPON DEMOTION OR DOWNWARD RECLASSIFICATION

An employee normally will receive a salary decrease upon demotion. Upon downward reclassification, an employee may receive a salary decrease; however, the employee's current salary rate may be retained even though the salary is above the maximum of the salary range for the new class.

##### F. EQUITY INCREASES

An increase in salary to remedy a salary inequity may be granted in accordance with applicable guidelines.

##### G. INCREASES FOR EMPLOYEES HOLDING LIMITED, FLOATER, OR CASUAL/RESTRICTED APPOINTMENTS

Eligibility for salary increases for employees who hold limited, floater, or casual/restricted appointments is determined by the Chancellor in accordance with local guidelines.

##### H. ANNUAL INCREASES

An employee's total salary increase in a single fiscal year (including, for example, merit,

promotional, and equity increases, but not including incentive awards) shall not exceed 25 percent of base salary, unless an exception is granted by the Chancellor.

If more than one salary adjustment takes place on the same date, actions occur in the following order:

1. merit increases or, if applicable, salary increases for employees who hold temporary appointments;
2. salary action resulting from promotion, reclassification, transfer, demotion, or equity adjustment; and
3. salary range adjustment (if applicable).

#### **I. ADMINISTRATIVE STIPEND FOR TEMPORARY ASSIGNMENTS**

An administrative stipend may be paid to an employee who is temporarily assigned responsibilities of a higher level position or other significant duties not part of the employee's regular position. The sum of stipend and base salary shall not exceed the maximum salary of the higher level position.

#### **J. PERQUISITES**

Meal and/or housing perquisites are provided to employees when they are required as a condition of employment and for the convenience of the University. Such perquisites are considered mandatory. The value of meals and/or housing is included as part of compensation in calculating the regular rate (see Definitions) for determining premium overtime pay (if applicable).

#### **K. RESTRICTIONS**

An employee who is appointed at 100 percent time shall not receive additional compensation from the University for any work or services which are related to the employee's appointment regardless of source or type of payments. Exceptions to this policy are payments for overtime earned by non-exempt employees, payments for teaching regularly scheduled University Extension courses whether or not related to the employee's appointment and outside the employee's normally scheduled hours, and administrative stipends payable under Section I. of this Policy.

Applicability: All Staff Members, except Senior Managers. (See also: [Staff Policy 31, Hours of Work](#); [Staff Policy 32, Overtime](#); and [Staff Policy 33, Shift and Weekend Differential](#).)

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