

- [Employees](#)
- [Retirees](#)
- [Administrators](#)

 [Home](#) < [Policies, Employee and Labor Relations](#) < [Personnel Policies for Staff Members](#)

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- [Directories and Contacts](#)
- [Forms and Publications](#)
- [Search the website](#)
- [Email Customer Service](#)

## Personnel Policies for Staff Members

### II -30 Salary

#### A. GENERAL

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

#### B. AUTHORITY

Authority to establish appointment salaries is vested in the Chancellor, Laboratory Director, the President, or the Board of Regents, as follows:

Position	Compensation Level	Approval Authority
President, Provost, Senior Vice Presidents, Vice Presidents, University Auditor, Chancellors, Laboratory Directors	All	Board of Regents
Other Senior Management Positions	At or Above Regental Compensation Threshold	Senior Management Advisory Committee, President, Board of Regents; or Principal Officer of The Regents, Board of Regents
	At or Above the Midpoint of the	Senior Management

	Salary Grade Range	Advisory Committee, President, or Principal Officer of The Regents
	Below the 50th Percentile	Chancellor or Equivalent
Positions at Salary Grade A	All	Chancellor or Equivalent

**C. APPOINTMENT SALARY**

The salary of a newly appointed Senior Manager is normally below the midpoint and shall not exceed the 50th percentile of the salary grade range to which the position is assigned unless an exception is granted.

**D. MERIT INCREASE**

Within-grade salary advancement is based on merit and under special circumstances as described below in Section F. Merit increases normally are awarded annually in accordance with Universitywide guidelines.

**E. PROMOTIONAL INCREASE**

Promotion is defined as either a transfer of a Senior Manager from an existing Senior Management position to another position at a higher salary grade, or assignment of a higher salary grade to the position to reflect significant new responsibilities at a higher level. Upon promotion, a salary increase may be granted at the discretion of the President, the Chancellor, or Laboratory Director, or Principal Officer of The Regents. A promotional increase may be up to 15 percent of current salary or an amount which would result in a new salary that does not exceed the midpoint of the new salary grade range, whichever is less. An increase in excess of 15 percent, however, may be granted to bring the salary of the Senior Manager to the minimum of the new salary grade. A promotional increase is not to be awarded as a substitute for all or part of a merit increase.

**F. EXCEPTIONAL INCREASE**

The President, following review and recommendation by the Senior Management Advisory Committee, or The Regents, upon recommendation of the President or a Principal Officer of The Regents through the appropriate Regents' Standing Committees, may approve an

exceptional increase on an individual basis to correct a problem of equity.

The total increase (including promotional, equity, and merit increases) for a Senior Management appointee shall not exceed 25 percent of salary in any one fiscal year.

#### **G. REDUCTION IN SALARY GRADE**

When an individual transfers from an existing Senior Management position to another Senior Management position at a lower salary grade, or when an individual's position is assigned to a lower salary grade, any salary decrease is at the discretion of the President, the Chancellor, or Laboratory Director; however, the salary shall not exceed the maximum of the new salary grade.

#### **H. SALARY GRADE RANGES**

Salary grade ranges are adjusted periodically to reflect market movement of salaries for comparable positions at other organizations and to maintain appropriate relationships with academic and staff salaries within the University. Adjustments of salary grade ranges do not increase the salary paid to a Senior Manager, but provide greater potential for within-grade salary advancement.

#### **I. TEMPORARY ASSIGNMENTS**

Senior Managers may be asked to assume additional responsibilities on a temporary basis not to exceed one year without additional compensation. In exceptional situations, however, when significant new responsibilities of a temporary nature are assigned, the President, the Chancellor, or Laboratory Director may authorize an administrative stipend up to 15 percent of the appointee's annual base salary for a period not to exceed one year. Payment of temporary administrative stipends shall be reported to the Senior Vice President—Business and Finance.

#### **J. RESTRICTIONS**

A Senior Manager who is appointed at 100 percent time shall not receive additional compensation from the University for any work or services, regardless of source or type of payment. This restriction includes by-agreement payments, honoraria, stipends, and any other form of payment for services. Exceptions to this policy are:

1. Payments for teaching University Extension courses. Permissible additional earnings shall not exceed 1/12 of the Senior Manager's base salary.
2. In exceptional situations, Chancellors may approve for academic Deans and Provosts a 1/12 payment for summer research based on the annual Senior Management salary. In such instances, accrued vacation is forfeited for the year in which the 1/12 compensation for

research is received.

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