GENERAL CONSIDERATIONS:
- The following information summarizes salary setting policies and procedures for limited and career positions of any duration.
  To ensure accurate information, consult the applicable policy or collective bargaining agreement. Where these documents differ, the actual policy or collective bargaining agreement will prevail.
- Salary setting policies and procedures vary by employee group. When an employee transfers from one bargaining unit to another, the collective bargaining provisions for the new bargaining unit will prevail.
- Budgetary policies may differ. Please ensure funding approval before making a salary offer.
- Consider the impact of your offer on internal equity.
- Relevant factors for determining an appropriate salary generally include the person's qualifications, the salary being paid to those with similar qualifications and responsibilities, the range placement, and the market for the position.
- Consider the length of time before the employee will be eligible for a salary increase.
- An employee changing from limited to career status or academic to career staff is considered a new hire for setting the salary rate.
- Salaries requiring approval of the Asst Vice Chancellor-Human Resources (AVC-HR) should be routed via Compensation.
- Offers that exceed midpoint require campus Compensation approval unless the salary is in an experience-based title code.

<table>
<thead>
<tr>
<th>EMPLOYEE GROUP</th>
<th>NEW HIRE/REHIRE</th>
<th>LATERAL TRANSFER/LATERAL RECLASSIFICATION</th>
<th>PROMOTION</th>
<th>DEMOTION/DOWNWARD RECLASSIFICATION</th>
<th>UPWARD RECLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>99</td>
<td>Hiring Authority: Minimum to midpoint Compensation: Above midpoint (See Footnotes A and G) (UCSD Implementing Procedures for Pol. 30.III.C)</td>
<td>Hiring Authority/Department Head: No increase allowed VC: Salary increases in exceptional situations within 25% limit (UCSD Implementing Procedures for Pol. 30.III.G.3 &amp; 4, &amp; 30.III.J)</td>
<td>Hiring Authority: Any rate within the salary range, not to exceed 25% fiscal year (FY) salary increase cap AVC-HR: Exceptions to 25% cap (UCSD Implementing Procedures for Pol. 30.III.G.1, &amp; 30.III.J)</td>
<td>Hiring Authority: No increases are allowed. Compensation: Exceptions for increases and up to range maximum AVC-HR: Exceptions above range maximum (UCSD Implementing Procedures for Pol. 30.III.G.2)</td>
<td>Department Head: Any rate within the salary range, not to exceed 25% FY salary increase cap AVC-HR: Exceptions to 25% cap (UCSD Implementing Procedures for Pol. 30.III.G.1 &amp; 30.III.J)</td>
</tr>
</tbody>
</table>
| CX | **Hiring Authority:** Any step within range  
    *(See Footnote B)* | **Hiring Authority/Dept. Head:** No increase allowed  
    *(See Footnote B)* | **Hiring Authority:** Any step within range  
    *(Art. 39.B.3)* | **Hiring Authority:** Typically no increases are allowed  
    **Compensation:** Exceptions up to range maximum  
    **AVC-HR:** Exceptions above range maximum  
    *(See Footnote B)* | **Department Head:** Any step within the salary range with at least one full step increase  
    *(Art. 39.C.5)* |
| EX | **Hiring Authority:** Step placement based on years of experience within a title series  
    *(Appendix P)* | **Hiring Authority/Dept. Head:** No increase allowed  
    *(See Footnote B)* | **Hiring Authority:** In the same title series, same step. In a different title series, range minimum if greater than current salary; if range minimum is less than or equal to current salary, next step above current salary.  
    *(See Footnote B)* | **Hiring Authority:** Place on step nearest to current salary without an increase  
    **Compensation:** Exceptions  
    *(See Footnote B)* | **Department Head:** Range minimum if greater than current salary. If range minimum is less than or equal to current salary, next step above current salary.  
    *(Appendix P)* |
| HX | **Hiring Authority:** Step based on years of continuous experience in the job series as of July 1  
    *(See Footnote B)* | **Hiring Authority/Dept. Head:** Typically the same step applies  
    **Compensation:** Exceptions  
    *(Art. 5)* | **Hiring Authority:** At least 4%, then to next highest step (if between steps) or new range minimum  
    *(Art. .5.G.5)* | **Hiring Authority:** Step based - Place on same step in new title without an increase  
    **Compensation:** Exceptions  
    *(Art. 5)* | **Department Head:** At least 4%, then to next highest step (if between steps) or new range minimum  
    *(Art. 5.G.5)* |
| K6 | **Hiring Authority:** Rate that corresponds with title.  
    For Apprentices, see contract. | **Hiring Authority/Dept. Head:** Rate that corresponds with title.  
    For Apprentices, see contract. | **Hiring Authority:** Rate that corresponds with title.  
    For Apprentices, see contract. | **Hiring Authority:** Rate that corresponds with title.  
    For Apprentices, see contract. | **Hiring Authority:** Rate that corresponds with title.  
    For Apprentices, see contract. |
| NX | **Hiring Authority:** Step placement based on years of RN license experience as of May 1  
    *(See Footnote C)*  
    *(Art. 40.F.1.a)* | **Hiring Authority/Dept. Head:** Typically the same step applies  
    **Compensation:** Exceptions  
    *(See Footnote C)*  
    *(Art. 40.F.1.a)* | **Hiring Authority:** Step placement based on years of RN license experience.  
    Typically the same step applies.  
    *(See Footnote C)*  
    *(Art. 40.F.1.a)* | **Hiring Authority:** Step-based - Typically the same step applies, which may result in a decrease  
    *(Art. 2.C.4.a)* | **Department Head:** Step placement based on years of RN license experience.  
    Typically the same step applies.  
    *(See Footnote C)*  
    *(Art. 40.F.1.a)* |
<table>
<thead>
<tr>
<th>PA</th>
<th>Hiring Authority: Step 1.0 through 3.0</th>
<th>Hiring Authority: Where applicable, no increase allowed</th>
<th>Hiring Authority: Up to one step or the minimum of the range, whichever is greater</th>
<th>Hiring Authority: Place on step nearest to current salary without an increase</th>
<th>Department Head: Step 1.0 (See Footnote B)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Compensation: Above Step 3.0</td>
<td>(See Footnote B)</td>
<td>(See Footnote B)</td>
<td>(See Footnote B)</td>
<td></td>
</tr>
<tr>
<td>RX</td>
<td>Hiring Authority: Minimum to midpoint</td>
<td>Hiring Authority: No increase allowed within the salary range (Art. 41.D.2)</td>
<td>Hiring Authority: Any rate within salary range. Typically no increases are allowed (Art. 41.E.2.b)</td>
<td>Compensation: Exceptions (See Footnote B)</td>
<td>Department Head: Any step within the salary range with at least a 4% increase (Art. 41.D.3) For SRA I to SRA II (See Footnote E)</td>
</tr>
<tr>
<td></td>
<td>Compensation: Above midpoint</td>
<td>(See Footnote D)</td>
<td>(Art. 41.D.2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(See Footnote B)</td>
<td>(See Footnote B)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SX</td>
<td>Hiring Authority: Step placement based on experience in comparable position/title, 1 step for every 2 years, measuring date as of 9/30/2009 (Art 41.E.2)</td>
<td>Hiring Authority: Step-based - Nearest step to current step that does not result in a decrease (See Footnote B)</td>
<td>Hiring Authority: Step-based - Nearest step to current step that results in an increase (See Footnote B)</td>
<td>Hiring Authority: Step-based - Minimum of the range or one step, whichever is greater, not to exceed range maximum (Art. 37.B.3)</td>
<td>Department Head: Step-based</td>
</tr>
<tr>
<td>TX</td>
<td>Hiring Authority: Minimum to midpoint</td>
<td>Hiring Authority: No increase allowed within the salary range (Art. 41.D.2)</td>
<td>Hiring Authority: Any step within salary range (Art. 41.D.2)</td>
<td>Hiring Authority: Any rate within salary range. Typically no increases are allowed (Art 41.E.2.b)</td>
<td>Department Head: Any step within the salary range with at least a 4% increase (Art. 41.D.3)</td>
</tr>
<tr>
<td></td>
<td>Compensation: Above midpoint</td>
<td>(See Footnote D)</td>
<td>(Art. 41.D.2)</td>
<td>(See Footnote B)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(See Footnote B)</td>
<td>(See Footnote B)</td>
<td></td>
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</tr>
</tbody>
</table>

**FOOTNOTES:**

A: SMG salaries above the Regental Threshold require Regental approval via the SMG Coordinator.

B: Where the union contract is silent, past practice applies.

C: NX - See NX Rate Chart.
Step 16 - 15 yrs to fewer than 20 yrs RN license experience, 10 yrs at UC
Step 17 - 20 yrs RN license experience, 15 yrs at UC

D: RX and TX midpoint - For example, if the salary range for an SRA II is $3256 (Step 1) - $5239 (Step 25), range midpoint is $4247.50.
The Hiring Authority may offer up to Step 14 at $4214, which is the highest step not exceeding $4247.50.
E: SRA I to SRA II - If a career SRA I has served 2 full years in the title with at least satisfactory performance,
upon reclassification to an SRA II, the employee will receive at least a 5% increase, not to exceed the range maximum. *(Art.41.E.1.e)*
F: SX - To calculate qualifying UC service, count each month of service on pay status for 50% or more time. *(Art. 41.B.2.c)*
G: Transfers from other UC campuses are considered internal transfers. Therefore no above midpoint approval is required.

GLOSSARY:

LIMITED: An appointment at any percentage of time, fixed or variable, during which the appointee is expected to be on pay status
for fewer than 1,000 hours in a 12-month period
CAREER: An appointment of 50% or more of full-time, for one year or longer
DEMOPTION: Transfer to another position with a lower salary range maximum
DOWNWARD RECLASSIFICATION: The change of the title of an employee’s current position to a different title with a lower salary range maximum
FISCAL YEAR: July 1 through June 30. For non-union employees there is a 25% cap on all combined base-building salary increases.
To calculate: June 30 salary plus 25% = fiscal year salary maximum. Example:
   6/30/11 salary: $40,000
   $40,000 x 125% = $50,000
   Salary cannot exceed $50,000 until 7/1/12
LATERAL TRANSFER: The change of an employee via recruitment from one position to another with the same salary range maximum
PROMOTION: The change of an employee via recruitment from one position to another with a higher salary range maximum
UPWARD RECLASSIFICATION: The change of the title of an employee’s current position to a different title with a higher salary range Maximum