GUIDELINES FOR ADMINISTRATION OF 2022-2023 GENERAL SALARY PROGRAM FOR POLICY COVERED (NON-EXCLUSIVELY REPRESENTED) EMPLOYEES

SALARY PROGRAM CONTROL FIGURE AND EFFECTIVE DATE:

(1) The general salary increase control figure is 4.5%. No employee can receive more than a 4.5% increase.

(2) The effective date of the increase is 07/01/2022 for monthly paid employees and 06/26/2022 for biweekly paid employees. The increase will appear in the 08/01/2022 monthly paycheck and in the 07/20/2022 biweekly paycheck. No retroactivity will be required.

(3) Although this year’s general increase is not a merit program where performance is a consideration, the importance of the annual performance review process should not be discounted. All employees should receive an annual performance review per policy.

APPROVAL PROCESS:
The 4.5% general increase requires one-over-one (one level up) approval. Employees ineligible for the general increase will be identified in the roster that will be submitted to Compensation by June 6, 2022, at 4:30 pm close of business.

Increases for the Senior Management Group (SMG) and highly compensated Management and Senior Professional (MSP) employees will be coordinated by the SMG Coordinator, who will coordinate salary increase approvals from the Chancellor, President, or Regents, as required. Highly compensated includes those individuals where total cash compensation is in excess of the current Indexed Compensation Level of $340,000.

ELIGIBILITY - (INCLUSIONS):
To be eligible for the general increase, non-represented employees – Senior Management Group (SMG), Managers and Senior Professionals (MSP), and Professional and Support Staff (PSS) personnel groups – must have been hired on or before 01/03/2022 into a career, partial career, or contract position with an appointment at 50% or greater and are subject to PPSM 30. Contracts should be amended via the addendum process to reflect the new rate. Employees’ most recent performance rating must be satisfactory/solid/effective or better. Please note that contract employees’ eligibility to participate in next year’s salary program may be subject to change. [See “Ineligibility – (Exclusions)” below for exceptions within Health Sciences.]

In cases where an employee does not receive a performance appraisal, the overall performance rating on the most recent performance appraisal will be used. In cases where an employee was hired on or before 01/03/2022 and would otherwise be non-probationary but did not receive a performance appraisal by the deadline, an overall rating of “Satisfactory,” “Solid,” or “Effective” would be used. Supervisors who did not complete performance appraisals by the 06/15/2022 deadline are not eligible to receive a general increase this year unless an exception has been granted by Campus HR for Campus and Health Human Resources for Health and Health Sciences.

Employees who transfer from another department or another UC location are eligible if they would otherwise qualify prior to transferring.

Employees who received a salary increase during the past 12 months are eligible.

Employees in the following job titles under Labor Relations (LR) review are eligible to participate in the general increase program: Fac Mgt Spec 1, Fac Mgt Spec 2, Fac Mgt Spec 3, Ambulatory Care Admst Crd 2, Ambulatory
INELIGIBILITY - (EXCLUSIONS):
The following employees are excluded and are not eligible for the general increase:

(1) Per diems, contracts under 50%, floaters, and non-represented employees on limited or casual restricted appointments
(2) Non-represented employees hired after 01/03/2022
(3) Employees who separate before the general increase effective date
(4) Supervisors who did not complete their annual staff performance appraisals
(5) Employees in the following job titles under Labor Relations (LR) review are ineligible to participate in the general increase program: Library Professional 3, Library Professional 4, Beh Health Counselor 1, Beh Health Counselor 2, Beh Health Counselor 3, Beh Health Counselor 4, Beh Health Psychiatric Profl 1, Beh Health Psychiatric Profl 2, Beh Health Psychiatric Profl 3, Beh Health Psychiatric Profl 4, Rehab Svcs Spec 4, Sys Adm 1, Sys Adm 2, Sys Adm 3
(6) Within Health Sciences:
   a. MSP Staff Physicians will be managed by the Academic Resource Center (ARC) and questions should be referred to ARCrequest@health.ucsd.edu. The base will increase by the 4.5%, however the non-base will decrease by the same 4.5%. Therefore, the total negotiated salary (base + non-base) will not increase.
   b. Pharmacy Residents/Fellows in contract appointments are not eligible.

EMPLOYEES AT OR CLOSE TO THE MAXIMUM OF THE SALARY RANGE:
No lump sum payments will be paid in lieu of the general increase this year. Employees who are at or close to the maximum of the salary range will receive their full general increase provided that they are otherwise eligible, even if the general increase takes them over the maximum of the salary range.