

**UC SAN DIEGO**  
**GUIDELINES FOR ADMINISTRATION OF 2020-2021 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 3%. No employee can receive more than a 3% increase.
- (2) The effective date of the increase is 07/01/21 for monthly paid employees and 06/27/21 for biweekly paid employees. The increase will appear in the 07/30/21 monthly paycheck and in the 07/21/2021 biweekly paycheck. No retroactivity will be required.

**APPROVAL PROCESS:**

The 3% 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 7, 2021 close of business at 4:30pm.

Increases for the Senior Management Group (SMG) and highly compensated (total cash compensation in excess of \$318,000) 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.

**ELIGIBILITY - (INCLUSIONS):**

To be eligible for the general increase, non-represented employees (SMG, MSP and PSS) must have been hired on or before 01/04/2021 into a career, partial career or contract position with an appointment at 50% or more 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 or better. Please note that contract employees' eligibility to participate in next year's salary program may be subject to change.

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 employees who were hired on or before 01/04/2021, and would otherwise be non-probationary, but did not receive a performance appraisal by the deadline, they will receive an overall rating of "Solid". Supervisors who did not complete performance appraisals by the 06/30/2021 deadline are not eligible to receive a general increase this year.

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.

**INELIGIBILITY - (EXCLUSIONS):**

The following employees are excluded and are not eligible for the general increase:

- a) Per diems, students, floaters and non-represented employees on limited or casual restricted appointments
- b) Non-represented employees hired after 01/04/2021
- c) Employees who separate before the general increase effective date
- d) Supervisors who did not complete their annual staff performance appraisals

**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, as long as; they are otherwise eligible, even if it takes them over the maximum of the salary range.