

**UC SAN DIEGO**  
**GUIDELINES FOR ADMINISTRATION OF 2015-2016 SALARY PROGRAM**  
**FOR POLICY COVERED (NON-EXCLUSIVELY REPRESENTED) EMPLOYEES**

**SALARY PROGRAM CONTROL FIGURE AND EFFECTIVE DATE:**

- (1) The salary program pool is 3% and will be distributed across-the-board.
- (2) The effective date of the increase is 06/21/15 for biweekly paid employees and 07/01/15 for monthly paid employees. The increase will appear in the 08/26/15 biweekly paycheck and in the 09/01/15 monthly paycheck. Retroactivity will be required and will be paid on October 1, 2015 for monthly paid employees for one (1) month of retro and October 7, 2015 for biweekly paid employees for four (4) pay periods ending 07/4/15, 07/18/15, 08/1/15 and 08/15/15.

**APPROVAL PROCESS:**

The 3% across-the-board increase will require one-over-one (one level up) approval; therefore, each VC HR Contact will need to send Caprece Speaks-Toler, Director of Compensation an email stating that their Vice Chancellor has approved all the eligible increases for their VC area by close of business on 08/07/15.

Increases for Senior Management Group and highly compensated (total cash compensation in excess of \$301,000) Management and Senior Professional employees will be coordinated by Cathy Ledford, Senior Management Group Coordinator. Cathy will coordinate salary increase approvals from the Chancellor, President or Regents, as required. Cathy can be reached at (858) 534-3391 or [cledford@ucsd.edu](mailto:cledford@ucsd.edu)

**ELIGIBILITY - (INCLUSIONS):**

- (3) To be eligible for the 3% across-the-board increase, non-represented employees (SMG, MSP and PSS) must have been hired on or before 01/02/15 into a career or contract position with an appointment at 50% or more for at least a year. The contract will be amended via the addendum process to reflect the new rate. Employees' most recent performance rating must be satisfactory/solid or better.

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

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

**INELIGIBILITY - (EXCLUSIONS):**

- (4) The following employees are excluded and are not eligible for the 3% across-the-board increase:
  - (a) Per diems, students, floaters and non-represented employees on limited or casual restricted appointments
  - (b) Non-represented employees hired after 01/02/15
  - (c) Probationary employees

- (d) Policy covered staff Physicians in Student Health who are now a part of the UAPD DX union.

**COMMON ELIGIBILITY QUESTIONS:**

- (5) The following are common eligibility questions:
- (a) Are employees who were exclusively represented on January 1<sup>st</sup> or prior to January 5<sup>th</sup> for biweekly paid employees and then became non-exclusively represented prior to June 21<sup>st</sup> or July 1<sup>st</sup> for monthly paid employees eligible for a merit review? **Yes, if they would otherwise qualify.**
  - (b) Does a department have discretion to add an additional equity increase to the salary increase amount that an employee would receive based on the 3% across-the-board increase if they are willing and able to fund it? **No, there is no additional allocation for an equity increase pool on top of the 3% salary program pool. However, an equity increase can be given as usual if it is processed outside of this salary program.**
  - (c) Are employees who transfer from another UC campus eligible for the 3% across-the-board increase? **Yes, if they have successfully completed their probationary period at the other UC campus and are otherwise eligible.**
  - (d) Does time worked in a limited appointment count toward the probationary period? **Up to 1,000 hours on pay status (excluding overtime and on-call) in a limited appointment may be credited towards completion of the probationary period, if it is in the same position with the same supervisor immediately preceding the career appointment.**
  - (e) Does time served in an academic appointment prior to being hired into a career staff appointment count toward the probationary period? **Yes, if the appointment was at 50% or more for at least a year.**
  - (f) Will the current salary range maximums for non-represented employees be increased by 3%? **This is under consideration and must be reviewed in consultation with UCOP.**
  - (g) Are employees at the maximum or above the maximum of their salary range eligible for the increase? **Yes.**
- (6) See PPSM 22 Probationary Period for more information on probationary requirements for policy covered career staff employees. Contact Employee Relations at (858) 534-4115 if you have questions regarding the probationary status of an employee.

## **BUDGETS:**

- (7) Budgets and the corresponding spending targets for each department are calculated based on the salaries of the eligible employees, not the permanent budget base. Employees who are not eligible for an increase but are included in Web Merit must be deleted from Web Merit. The Campus Budget Office will coordinate the 3% across-the-board increase funding for employees paid on core funds who are eligible for the increase. Departments are responsible for funding increases for employees who are not paid on core funds. Contact Joni Ciarletta in the Campus Budget Office at (858) 534-7270 if you have additional questions regarding the funding departments are to receive.

## **PERFORMANCE APPRAISALS:**

- (8) Performance appraisals should be completed within the twelve months preceding the processing of any general or merit salary increase. The performance appraisal is intended as a means of measuring and enhancing individual, team, and institutional performance, fostering professional development and career growth, aiding in the determination of merit increases; and meeting the internal and external demands for documentation of individual performance. ***An individual whose performance rating is “Unsatisfactory” or “Needs Improvement” may not receive the 3% across-the-board increase.***

Departments will need to send Campus (central) Human Resources (HR) the names of employees whose performance rating is **“Unsatisfactory” or “Needs Improvement” by the close of business on August 7<sup>th</sup>.**

## **AMOUNT OF INCREASE:**

- (9) The amount of the salary increase for employees in a department may not exceed the 3% salary pool allocation per department.

## **WEB MERIT:**

- (10) We are using our local Web Merit system to process the 3% across-the-board increase. Web Merit is a web-based application that enables authorized users to recommend increases for eligible employees and/or enables Campus HR to set the eligibility criteria to include and exclude employees based on pre-set eligibility criteria. Campus HR will define and set the eligibility criteria in Web Merit.

Departments will need to send Campus HR the names of employees whose performance rating is **“Unsatisfactory” or “Needs Improvement” by close of business on August 7<sup>th</sup>.** Campus HR will delete these ineligible employees from the Web Merit roster prior to uploading the new rates into our Payroll Personnel System (PPS). Web Merit will be programmed to give all eligible employees a 3% increase. Therefore, there is no need to open up Web Merit to departments for entry of performance information.

### **Web Merit Timeline:**

Morning of July 24<sup>th</sup>: Web Merit will be loaded with PPS data. Please note that the PPS freeze will begin July 28<sup>th</sup>.

Morning of August 11<sup>th</sup>: Web Merit will be opened for final Campus HR review. HR will delete employees with unsatisfactory and/or needs improvement and any other exclusions from Web Merit.

Evening of August 13<sup>th</sup>: Web Merit is set to the "Final Ready" status by Campus HR.

Evening of August 14<sup>th</sup>: PPS update. UCOP will process transactions created from Web Merit in an EDB file maintenance. New rates appear in PPS.

Morning of August 15<sup>th</sup>: Campus HR audits the PPS update and checks to ensure that the new rates were processed accurately in PPS.

### **DEPARTMENT ROSTERS:**

- (11) Department rosters will be mailed to your department by Campus HR between August 17<sup>th</sup> and 20<sup>th</sup>. Your department roster is based upon the PPS upload into Web Merit. If an employee is missing from your roster, you may have a PPS coding problem. If an employee who is eligible for the 3% across-the-board increase is missing, you will need to process the increase manually. (Use PPS Action Code 04 and indicate in the comments section that the increase is being processed manually because the employee is missing from Web Merit.)

When you receive your department rosters, and if you are not sure why an employee does or does not appear on your roster, consider the four questions that follow below. If you answer "yes" to each question, the employee should appear on your roster. Contact Liz Duenas, Records Analyst and Salary Program Coordinator in the Campus HR Office at (858) 534-3847 or [eduenas@ucsd.edu](mailto:eduenas@ucsd.edu) for assistance or questions related to PPS or the department rosters.

- (a) Is the employee coded as a career employee (type 2 and 7) or contract employee (type 1) in PPS?
- (b) Is the employee's hire date "01/02/15" or earlier in PPS?
- (c) Does the employee have active REG distribution lines in effect **07/01/15 for monthly paid employees and 06/21/15 for biweekly paid employees** or later in PPS?
- (d) Is your department listed as the home department in PPS?

### **MISCELLANEOUS RELATED QUESTION:**

- (12) What order should a change in salary action (across-the-board, merit, equity, reclass, etc.) take place when the effective dates are the same? **The 3% across-the-board increase should be processed first before any other salary action that is effective on 06/21/15 for biweekly paid employees and July 1<sup>st</sup> for monthly paid employees.**

Eligibility and Web Merit questions may be directed to Caprece Speaks-Toler, Director of Compensation at (858) 534-4130 or via email at [cspeaks@ucsd.edu](mailto:cspeaks@ucsd.edu). Please contact Courtney Morris for questions pertaining to staff employees in Health Sciences or at the Health System at (619) 471-0542 or via email at [comorris@ucsd.edu](mailto:comorris@ucsd.edu).