

SALARY ADMINISTRATION POLICIES/GUIDELINES

Unit	Category & Representative	Action	Article/Policy Reference Number	Term of Contract/Policy	Current policy or contract language or practice	Range Structure
CX	Clerical/Administrative CUE	Equity	No contract language	2/15/2006 - 9/30/2008	Practice - Follow non-represented staff guidelines and notice union	Step-based; ranges have steps and half-steps. Average half-step = 2.2%
CX	Clerical/Administrative CUE	Stipend	22 - Out-of-Classification Assignment	2/15/2006 - 9/30/2008	A. An employee who is temporarily assigned with the approval of University management to perform the duties, on a full-time basis for a period of 20 consecutive working days or more, of a position in a higher classification and the employee performs substantially all of those duties of the higher classification shall be paid at the rate of the next step of his or her range or at the minimum rate of the higher classification, whichever is greater, for all such hours worked. Such temporary assignment shall not result in the reclassification of the employee and shall terminate no later than the return to work/replacement of the incumbent of the higher position. B. An employee who is temporarily assigned to perform the duties of a lower classification shall continue to receive the employee's regular rate of pay.	
CX	Clerical/Administrative CUE	Transfer or Promotion	39 - Transfer/Promotion/Reclassification	2/15/2006 - 9/30/2008	B. 3. Upon promotion, an employee may be granted a salary increase to the minimum of the salary range for the new class or of one step in amount, whichever is greater, provided that the new rate does not exceed the maximum of the new class. The University at its sole discretion may, upon the promotion of an employee, determine that the employee should receive an increase of greater than one step in amount. The University may exercise this sole discretion on a location-by-location basis and on a promotion-by-promotion basis and on a non-precedential basis. In those instances where such discretion is exercised the resultant individual rate of pay shall not exceed the maximum of the position salary range	
CX	Clerical/Administrative CUE	Reclassification	39 - Transfer/Promotion/Reclassification	2/15/2006 - 9/30/2008	C. 5. An employee whose position has been reclassified upward shall be granted a salary increase to the minimum of the salary range for the new class or of one step in amount, whichever is greater. The University at its sole discretion may, upon the reclassification of an employee, determine that the employee should receive an increase of greater than one step in amount. The University may exercise this sole discretion on a location-by-location basis and on a reclassification-by-reclassification basis and on a nonprecedential basis. In those instances where such discretion is exercised the resultant individual rate of pay shall not exceed the maximum of the position salary range.	

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EX	Patient Care Technical AFSCME	Equity	42 - Wages	11/13/2008 - 9/30/2012	The University of California supports reasonable pay rate equity (within 2%), resulting from the University's initially hiring new career employees at a rate of pay at least 2% higher than the pay of current career employees in the same hiring unit in the same classification and who are assigned the same duties. For the purposes of this Section, a hiring unit is equivalent to a layoff unit. When examining reasonable equity rate issues, the University and AFSCME shall consider the employees: a. Years of experience performing the duties related to the position; b. Years of experience in the same or equivalent classification; c. Current employee's work history (reasonably objective work-related issues or concerns that have been documented); d. Appointment type; e. Overall skills, knowledge and ability that can be applied to the job; f. Education (where applicable); g. New employees' documented and objective eligibility for other salary adjustments (e.g., special differentials) or UC benefits; and h. Actual duties assigned. The University will use the criteria in Section H above, when setting the salaries of initial hires and the parties will use the Section H criteria when assessing claims of salary rate equity. All criteria must be met to invoke the University's obligation to increase wages to within 2% of a new hire with a higher salary. An equity rate adjustment concern does not include salary actions/agreements for employees who are entering a hiring unit from other University facilities/units, preferential rehire, or rehire from rehabilitation or disability. Effective October 1, 2011, see side letter regarding this Section H.	
EX	Patient Care Technical AFSCME	Stipend	23 - Out-of-Classification Assignment	11/13/2008 - 9/30/2012	A. TEMPORARY REASSIGNMENT TO POSITIONS WITH A HIGHER SALARY RANGE MAXIMUM. When the University temporarily assigns an employee to perform fully the functions of a position in a higher classification for at least 15 working days or more: The employee shall be reclassified to the higher level position or be provided an administrative stipend. The employee will be paid at least 4% over his or her current pay rate or the minimum of the higher position's range, whichever is higher. If the employee is temporarily reclassified to a higher position, the salary of the new position shall not exceed the maximum salary of the higher level position. Such pay will become effective on the sixteenth day of the assignment retroactive to the first day of the assignment. The University shall determine the duration and end date of such assignment. Such temporary assignment and resulting pay increase, if any, shall not result in the permanent reclassification of the employee. B. TEMPORARY REASSIGNMENT TO POSITIONS WITH A LOWER SALARY RANGE MAXIMUM The University may temporarily reassign employees to positions with a lower salary range maximum. An employee who is temporarily assigned to perform the duties of a position in a lower classification shall continue to receive the employee's regular rate of pay. Such temporary assignment shall not be considered a layoff.	
EX	Patient Care Technical AFSCME	Promotion/Demotion/Lateral	38 - Transfer/Promotion	11/13/2008 - 9/30/2012	No specific language; past practice 4% for promotion	
EX	Patient Care Technical AFSCME		38 - Transfer/Promotion	11/13/2008 - 9/30/2012	B. 3. Upon upward reclassification, an employee shall be granted a salary increase to the minimum of the salary range of the new class or one (1) step [4% for non-step based employees] whichever is greater, provided that the new rate does not exceed the maximum of the new class.	

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FF	Fire Fighters IAFF	Equity	No specific article	6/16/2007 - 6/30/2010		Step-based; ranges have steps and half-steps
FF	Fire Fighters IAFF	Stipend	26 - Out of Class/Temporary Assignment	6/16/2007 - 6/30/2010	An employee in a Fire Fighter title assigned to a twenty-four (24) hour shift, who is temporarily assigned by the University to fully perform the functions of a position in a higher classification shall be paid a stipend of five percent (5%) over her/his current step beginning with the first (1st) consecutive twenty-four (24) hours of higher level work retroactive to the first (1st) hour of the assignment or the minimum of the higher position's range, whichever is higher. An employee in a Fire Fighter title assigned to a forty (40) hour week and who is assigned by the University to fully perform the functions of a position in a higher classification for at least fifteen (15) consecutive working days or more shall be paid either a stipend of five percent (5%) over her/his current step or the minimum of the higher position's range, whichever is higher, retroactive to the first (1st) day of the assignment.	
FF	Fire Fighters IAFF	Transfer or Promotion	40 - Transfer/Promotion/Reclassification	6/16/2007 - 6/30/2010	Upon promotion, an employee shall be compensated at a rate at least equivalent to the minimum of the salary range of the new class. In addition, the University at its sole non-grievable discretion may determine that the employee should receive an increase to greater than the minimum of the salary range of the new class. The University may exercise this sole discretion on a location-by-location basis and on a promotion-by-promotion basis and on a non-precedential basis. In those instances where such discretion is exercised the resultant individual rate of pay shall not exceed the maximum of the position salary range.	
FF	Fire Fighters IAFF	Reclassification	40 - Transfer/Promotion/Reclassification	6/16/2007 - 6/30/2010	Upon upward reclassification, an employee shall be granted at least a four percent (4%) salary increase or an increase to the minimum of the salary range of the new class, whichever is greater, provided that the new rate does not exceed the maximum of the new class.	

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HX	Health Care Professional UPTe	Equity	No specific article		Practice - Follow non-represented staff guidelines and notice union	
HX	Health Care Professional UPTe	Stipend	23 - Out-of-Classification Assignment		A. TEMPORARY REASSIGNMENT TO POSITIONS WITH A HIGHER SALARY RANGE MAXIMUM. 1. When the University temporarily assigns an employee to perform fully the functions of a position in a higher classification for at least fifteen (15) working days or more: a. The employee shall be reclassified to the higher level position or be provided an administrative stipend. b. The employee will be paid at least four percent (4%) over his or her current pay rate or the minimum of the higher position's range, whichever is higher. If the employee is temporarily reclassified to a higher position, the salary of the new position shall not exceed the maximum salary of the higher level position. c. Such pay will become effective on the sixteenth day of the assignment retroactive to the first day of the assignment. 2. The University shall determine the duration and end date of such assignment. 3. Such temporary assignment and resulting pay increase, if any, shall not result in the permanent reclassification of the employee. B. TEMPORARY REASSIGNMENT TO POSITIONS WITH A LOWER SALARY RANGE MAXIMUM. 1. The University may temporarily reassign employees to positions with a lower salary range maximum. 2. An employee who is temporarily assigned to perform the duties of a position in a lower classification shall continue to receive the employee's regular rate of pay. Such temporary assignment shall not be considered a layoff.	
HX	Health Care Professional UPTe	Promotion/Demotion/Lateral	5 - Compensation		Upon promotion, an employee shall be granted at least a four percent (4%) salary increase or an increase to the minimum of the salary range of the new class, whichever is greater, provided that the new rate does not exceed the maximum of the range.	
HX	Health Care Professional UPTe	Reclassification	5 - Compensation	5/30/2007 - 6/30/2011	Upon upward reclassification, an employee shall be granted at least a four percent (4%) salary increase or an increase to the minimum of the salary range of the new class, whichever is greater, provided that the new rate does not exceed the maximum of the range.	Transitioned from open ranges to steps on 7/1/07

SALARY ADMINISTRATION POLICIES/GUIDELINES

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K-3	Skilled-Craft Non-represented	Equity	PPSM 30 - Salary	eff. 3/1/2002	Practice - Follow non-represented staff guidelines	Step-based, full steps, no half-steps. Step value of ~2%
K-3	Skilled-Craft Non-represented	Stipend	PPSM 30 - Salary	eff. 3/1/2002	An administrative stipend may be paid to an employee who is temporarily assigned responsibilities of a higher level position or other significant duties not part of the employee's regular position. The sum of stipend and base salary shall not exceed the maximum salary of the higher level position.	
K-3	Skilled-Craft Non-represented	Promotion/Demotion/Lateral	PPSM 30 - Salary	eff. 3/1/2002	A salary increase may be granted upon promotion or upward reclassification. An employee's total salary increase in a single fiscal year (including, for example, merit, promotional, and equity increases, but not including incentive awards) shall not exceed 25 percent of base salary, unless an exception is granted by the Chancellor.	
K-3	Skilled-Craft Non-represented	Reclassification	PPSM 30 - Salary	eff. 3/1/2002	A salary increase may be granted upon promotion or upward reclassification. An employee's total salary increase in a single fiscal year (including, for example, merit, promotional, and equity increases, but not including incentive awards) shall not exceed 25 percent of base salary, unless an exception is granted by the Chancellor.	

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NX	Nurses Nurses Assoc. Ca.	Equity	No specific article	3/23/2008 - 9/30/2010	Practice - Follow non-represented staff guidelines and notice union	Step-based, full steps, no half-steps. Step value of ~2%
NX	Nurses Nurses Assoc. Ca.	Stipend		3/23/2008 - 9/30/2010		
NX	Nurses Nurses Assoc. Ca.	Promotion/Demotion/Lateral		3/23/2008 - 9/30/2010		
NX	Nurses Nurses Assoc. Ca.	Reclassification	40 - Compensation	3/23/2008 - 9/30/2010	Based on years of experience as a Registered Nurse (RN). If the employee is currently paid on the appropriate step for their current classification based on their years of RN experience, their reclass salary would convert to the same step in the new range (which is usually a 10-12% increase). If an incumbent is at a step above what their years of experience would equate to for their current title, upon reclass the salary level would be converted to the appropriate new step based on their years of RN experience which would result in a lower step than in their current classification.	

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Unit	Category & Representative	Action	Article/Policy Reference Number	Term of Contract/Policy	Current policy or contract language or practice	Range Structure
PA	Police Officer FUPOA	Equity	No specific article	2008 - 2011	Practice - Follow non-represented staff guidelines and notice union	
PA	Police Officer FUPOA	Stipend	No specific article	2008 - 2011		
PA	Police Officer FUPOA	Promotion/Demotion/Lateral	Only one title in unit	2008 - 2011		
PA	Police Officer FUPOA	Reclassification	Not applicable (<i>only 1 title in unit</i>)	1/25/2005 - 6/30/2008	Not applicable (<i>only 1 title in unit</i>)	Step-based. Full steps and half-steps.

SALARY ADMINISTRATION POLICIES/GUIDELINES

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RX	Research Professional UPE	Equity	No specific article	03/25/2010 - 01/01/2013	Practice - Follow non-represented staff guidelines and notice union	
RX	Research Professional UPE	Stipend		03/25/2010 - 01/01/2013	A. An employee who is temporarily assigned by the University to perform all of the functions of a position in a higher classification for 20 consecutive working days or more shall be paid as follows: Either one step over the regular salary, or the minimum of the higher position's range or at least 4%, whichever is higher. B. When the University temporarily assigns an employee some but not all of the duties of a position in a higher classification, the University may pay all or part of the payments indicated above. C. An employee who is temporarily assigned to perform the duties of a position in a lower paying classification shall continue to receive the employee's regular rate of pay.	
RX	Research Professional UPE	Promotion/Demotion/Lateral	41 - Transfer/Promotion/Reclassification	03/25/2010 - 01/01/2013	Upon promotion, an employee shall be compensated at a rate at least equivalent to the minimum of the salary range of the new class. In addition, the University at its sole discretion may determine that the employee should receive an increase to greater than the minimum of the salary range of the new class. The University may exercise this sole discretion on a location-by-location basis and on a promotion-by-promotion basis and on a non-precedential basis. In those instances where such discretion is exercised the resultant individual rate of pay shall not exceed the maximum of the position salary range.	
RX	Research Professional UPE		41 - Transfer/Promotion/Reclassification	03/25/2010 - 01/01/2013	D. 3. Upon upward reclassification, an employee shall be granted s salary increase to the minimum of the salary range of the new class, with at least a 4% increase, provided that the new rate does not exceed the maximum of the new class.	Step-based. Full steps, no half-steps. Step value of 2%

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Unit	Category & Representative	Action	Article/Policy Reference Number	Term of Contract/Policy	Current policy or contract language or practice	Range Structure
SX	Service AFSCME	Equity	No specific article	02/12/2009 - 0/31/2013	The University of California supports reasonable pay rate equity (within 2%), resulting from the University's initially hiring new career employees at a rate of pay at least 2% higher than the pay of current career employees in the same hiring unit in the same classification and who are assigned the same duties. For the purposes of this Section, a hiring unit is equivalent to a layoff unit. When examining reasonable equity rate issues, the University and AFSCME shall consider the employees': a. Years of experience performing the duties related to the position; b. Years of experience in the same or equivalent classification; c. Current employee's work history (reasonably objective work-related issues or concerns that have been documented); d. appointment type; e. Overall skills, knowledge and ability that can be applied to the job; f. Education (where applicable); g. New employees' documented and objective eligibility for other salary adjustments (e.g., special differentials) or UC benefits; and h. Actual duties assigned. The University will use the criteria in Section E.1., when setting the salaries of initial hires and the parties will use the Section E.1. criteria when assessing claims of salary rate equity. All criteria must be met to invoke the University's obligation to increase wages to within 2% of a new hire with a higher salary.	Step based ranges. Full steps, no half-steps. Step value of 2%
SX	Service AFSCME	Stipend		02/12/2009 - 0/31/2013	A. TEMPORARY REASSIGNMENT TO POSITIONS WITH A HIGHER SALARY RANGE MAXIMUM. When the University temporarily assigns an employee to perform fully the functions of a position in a higher classification for at least 15 working days or more: The employee shall be reclassified to the higher level position or be provided an administrative stipend. The employee will be paid at least 4% over his or her current pay rate or the minimum of the higher position's range, whichever is higher. If the employee is temporarily reclassified to a higher position, the salary of the new position shall not exceed the maximum salary of the higher level position. Such pay will become effective on the sixteenth day of the assignment retroactive to the first day of the assignment. The University shall determine the duration and end date of such assignment. Such temporary assignment and resulting pay increase, if any, shall not result in the permanent reclassification of the employee. B. TEMPORARY REASSIGNMENT TO POSITIONS WITH A LOWER SALARY RANGE MAXIMUM The University may temporarily reassign employees to positions with a lower salary range maximum. An employee who is temporarily assigned to perform the duties of a position in a lower classification shall continue to receive the employee's regular rate of pay. Such temporary assignment shall not be considered a layoff.	
SX	Service AFSCME	Promotion/Demotion/Lateral	37 - Transfer/Promotion	02/12/2009 - 0/31/2013	No specific language; past practice 4%; Also, if new hire is appointed at a rate higher than existing employees review equity issue in Article 42 - Wages, Section E.	
SX	Service AFSCME		37 - Transfer/Promotion	02/12/2009 - 0/31/2013	B. 3. Upon upward reclassification, an employee shall be granted a salary increase to the minimum of the salary range of the new class or a one (1) step [at least 4% for non-step based employees] whichever is greater, provided that the new rate does not exceed the maximum of the new class.	

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TX	Technical UPTe	Equity	No specific article	03/25/2010 - 01/01/2013	Practice - Follow non-represented staff guidelines and notice union	Step-based. Full steps, no half-steps. Step value of 2%
TX	Technical UPTe	Stipend	26 - Out of Class/Temporary Assignment	03/25/2010 - 01/01/2013	A. An employee who is temporarily assigned by the University to perform all of the functions of a position in a higher classification for 20 consecutive working days or more shall be paid as follows: Either one step over the regular salary, or the minimum of the higher position's range or at least 4%, whichever is higher. B. When the University temporarily assigns an employee some but not all of the duties of a position in a higher classification, the University may pay all or part of the payments indicated above. C. An employee who is temporarily assigned to perform the duties of a position in a lower paying classification shall continue to receive the employee's regular rate of pay.	
TX	Technical UPTe	Promotion/Demotion/Lateral	41 - Transfer/Promotion/Reclassification	03/25/2010 - 01/01/2013	Upon promotion, an employee shall be compensated at a rate at least equivalent to the minimum of the salary range of the new class. In addition, the University at its sole discretion may determine that the employee should receive an increase to greater than the minimum of the salary range of the new class. The University may exercise this sole discretion on a location-by-location basis and on a promotion-by-promotion basis and on a non-precedential basis. In those instances where such discretion is exercised the resultant individual rate of pay shall not exceed the maximum of the position salary range.	
TX	Technical UPTe		41 - Transfer/Promotion/Reclassification	03/25/2010 - 01/01/2013	D. 3. Upon upward reclassification, an employee shall be granted s salary increase to the minimum of the salary range of the new class, with at least a 4% increase, provided that the new rate does not exceed the maximum of the new class.	

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99	Non-represented	Equity	PPSM 30 - Salary	eff. 3/1/2002	Practice - Follow non-represented staff guidelines	Open Ranges. Range Widths in PSS = 50% & 70%; MSP = 80% and 125% Exception: Police Sgts = Step-based ranges with full steps and half steps
99	Non-represented	Stipend	PPSM 30 - Salary	eff. 3/1/2002	An administrative stipend may be paid to an employee who is temporarily assigned responsibilities of a higher level position or other significant duties not part of the employee's regular position. The sum of stipend and base salary shall not exceed the maximum salary of the higher level position.	
99	Non-represented	Promotion/Demotion/Lateral	PPSM 30 - Salary	eff. 3/1/2002	A salary increase may be granted upon promotion or upward reclassification. An employee's total salary increase in a single fiscal year (including, for example, merit, promotional, and equity increases, but not including incentive awards) shall not exceed 25 percent of base salary, unless an exception is granted by the Chancellor.	
99	Non-represented		PPSM 30 - Salary	eff. 3/1/2002	<p>Note 1--Appointment of Existing Employees above Minimum Salary (Professional and Support Staff). Upon upward reclassification of an existing position, as defined in Policy 2, Definition of Terms, the department head may grant a salary increase not to exceed the maximums of the new range or Policy 30.I.</p> <p>Note 2--Appointment of Existing Employees above Minimum Salary (Managers and Senior Professionals). Approval is required for a salary increase upon upward reclassification. On campus, contact the Associate Vice Chancellor--Human Resources</p>	

PLEASE NOTE: If the contract term has expired, please contact HR: Compensation of Employment for action steps