

**DELEGATIONS OF AUTHORITY FOR SALARY-SETTING FOR
POLICY-COVERED STAFF IN ACADEMIC AFFAIRS**



Salary Action:		
NEW HIRE/ REHIRE	Hire of employee new to UCSD or rehire of employee after separation from UCSD	
Authority	DEPARTMENT / DIVISION / UNIT	CAMPUS HR COMPENSATION UNIT

PROMOTION	Current employee change to a new position in a higher salary grade (within or between departments at UCSD/UC)	
UPWARD RECLASS	Change in title in current employee's current position to a title in a higher salary grade	
Authority	DEPARTMENT / DIVISION / UNIT	

EQUITY *	Salary increase for current employee (no change in position) to correct a salary inequity	
LATERAL RECLASS	Change in title in current employee's current position to a title in the same salary grade	
Authority – PSS Positions	DEPARTMENT / DIVISION / UNIT	EVC / VCR**
Authority – MSP Positions	EVC / VCR**	

LATERAL TRANSFER	Current employee change to a new position in the same salary grade (within or between departments at UCSD/UC) - reasons same as for equity	
Authority	EVC / VCR** (always an exceptional situation)	

*** Equity increases may be granted for the following reasons:**

1. An internal inequity between two or more positions;
2. Assignments of higher-level functions that do not warrant reclassification to a higher salary grade;
3. Position-related skill acquisition that represents more than normal job growth;
4. External market factors as evidenced by a valid salary survey, recruitment and retention experience, etc.;
5. Retention

**** For departments that report to the VCR**

For represented (bargaining unit) staff:

Campus Human Resources has authority to approve all equity increases for all represented staff. Refer to specific contracts regarding authority to approve and amounts allowed for salary increases.

Note: Approval from the AVC-Human Resources is required for ANY salary increase which exceeds 25% in a fiscal year.