

DELEGATIONS OF AUTHORITY FOR SALARY-SETTING FOR NON-REPRESENTED 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	COMP MANAGER - CENTRAL HR

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

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	SVCAA
Authority - MSP positions	SVCAA	

LATERAL TRANSFER	Current employee change to a new position in the same salary grade (within or between departments at UCSD) - reasons same as for equity.	
Authority	SVCAA (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.

Campus Human Resources has authority to approve equity increases for all represented staff.

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