

## **UCOP Human Resources Procedures 30 – SALARY**

### **I. POLICY REFERENCES**

UC-PPSM 02, Definitions  
UC-PPSM 23, Performance Appraisal  
UC-PPSM 30, Salary  
UC-PPSM 31, Hours of Work  
UC-PPSM 32, Overtime  
UC-PPSM 33, Shift and Weekend Differential  
UC-PPSM 36, Classification of Positions

### **II. AUTHORITY**

Compensation of employees with annual full-time salaries below the established Regental limit is under the jurisdiction of the President of the University, and of the Principal Officers of the Regents for employees in their respective areas.

The President has delegated compensation authority to the Senior Vice President—Business and Finance as Chancellor for the Office of the President. The Senior Vice President—Business and Finance has re-delegated substantial authority for compensation practices to the Associate Vice President—Human Resources and Benefits. The Associate Vice President—Human Resources and Benefits in turn, has re-delegated certain compensation authorities for Office of the President personnel to the Director--UCOP Human Resources, the Manager, UCOP Compensation and Classification and to UCOP Division and Department Heads, as described below.

UCOP Human Resources is responsible for creating and maintaining the salary administration guidelines and for ensuring that proper documentation and approvals are secured.

The following salary administration guidelines generally apply to non-represented staff within the Office of the President. The guidelines for represented staff are contained within the respective collective bargaining agreements.

**A summary of delegated authorities follows:**

#### **A. Division Head**

The Division Head is accountable for ensuring that equitable and consistent pay practices prevail throughout the areas under his/her management. The Division Head may re-delegate authority to Department or Program Heads or Coordinators.

#### **B. Department Head**

1. An offer of a salary (to both outside and inside candidates) up to the middle step of the salary range and to step 3 of a step-based range. *NOTE: An employee's total salary increase in a single fiscal year (including merit, promotional and equity increases, but not including incentive awards) shall not exceed 25% of base salary, without UCOP Human Resources approval.*
2. Approval of reclassification increases for inside candidates from 0% to 15%.
3. For Information Technology (IT) classifications, approval of hiring salaries throughout the range.
4. Approval of Equity Increases (PSS and MSP) up to 10%, using guidelines provided in these UCOP Human Resources Procedures.
5. Approval of Administrative Stipends up to 10% and for no longer than one year, using guidelines provided in these UCOP Human Resources Procedures.

6. Defining duties of positions within their respective areas, including designating which positions require medical examinations or background checks, and which duties are essential to the performance of the job under the Americans with Disabilities Act (ADA);
7. Initiating job classification review requests for new positions or when an established job's duties are substantially enhanced, diminished, or changed;
8. Ensuring that performance appraisals are completed annually for all staff.
9. Within budget and performance parameters, determining amounts of merit increases;
10. Serving as the "department of record" for employee personnel files thereby ensuring that salary actions, performance evaluations, and other personnel actions are officially documented and that the records are appropriately retained.
11. Working with UCOP Human Resources to determine the appropriate applicability of perquisites as defined in UC-PPSM 30(K).

**C. Manager, UCOP Compensation**

1. Classification of positions in PSS and MSP grades I through III (in consultation with Director, UCOP Human Resources)
2. Approval of Administrative Stipends exceeding 10% and/or for more than one year.
3. Assignment of "Confidential" Employee Relations codes (in consultation with department).

**D. Manager, UCOP Employment and Staffing Services**

1. Approval of employment salaries above the middle step of the range or above step 3 of a step-based range.
2. Approval of salary actions related to employee transfers.

**E. Director, UCOP Human Resources**

1. Establishing local salary ranges.
2. Establishing or modifying regular review cycles.
3. Ensuring that promotional and reclassification salary increases, new appointment salaries, administrative stipends, and equity increases are administered and approved in accordance with established guidelines.
4. Establishing timing, methodology, and distribution of any authorized special pay programs for UCOP.
5. Approval of Equity Increases (PSS and MSP between 10% and 25%).
6. Approval of Promotional Increases over 15%.
7. Approval of Employment Waivers in consultation with Affirmative Action Officer and Manager, Employment and Staffing Services.

**F. Associate Vice President-Human Resources and Benefits**

1. Determining approval of exception to salary policies: UC-PPSM 30(A), (Salary within Range) and UC-PPSM 30(I) (Increases Limited to 25% Annually).
2. Approval of special pay programs.
3. Approval of MSP gradings for positions grade IV or above.

**III. SALARY RANGES**

**A. Policies**

UC-PPSM 30(A) -- An individual salary shall be within the salary range that is assigned to the position based on the position's duties and responsibilities.

UC-PPSM 30(B) -- Salary ranges may be adjusted periodically within University-wide guidelines. Adjustments of salary ranges (ranges with no individual steps) do not increase salaries paid to an employee but provide increased potential for within-range salary advancement.

**B. Salary Range Adjustments**

Salary ranges are normally adjusted annually based on market justification and the extent to which funds are made available.

**C. Types of Salary Ranges**

The types of salary ranges and related procedures that are used in the Office of the President are:

1. ***Open Ranges***: Open Range positions are assigned to grades with corresponding salary ranges. Open Ranges are defined by minimum, mid-point, and maximum salaries (which may be divided into quartiles for administrative convenience). Open Ranges do not have steps; progress through a salary range is based primarily on individual merit.
  - a) **Application**: All MSP employees and designated PSS staff occupy Open Range positions. Each group has its own set of salary grades, job titles, and title codes. Merit increase eligibility normally occurs annually.
  - b) **Salary Range Changes**: Adjustments of open salary ranges do not automatically change the salaries paid to employees but provide increased potential for within-range salary advancement. (One exception: employees whose salaries fall below the new minimum following a structure change must move at least to the new minimum as part of the annual merit increase process.)
  - c) **Grade Level Changes**: Occasionally, because of market forces or other factors, the grade assigned to an entire classification is changed. Normally there are no individual salary adjustments related to such a change, except that an employee's salary may not fall below the minimum nor exceed the maximum of the new salary range.
2. ***Step-Based Ranges***: Step-Based ranges are used by exclusively represented employee groups.

**IV. NEW APPOINTMENTS**

**A. Recruitment**

1. ***Unchanged Position:*** When a division/department is replacing an incumbent at the same classification and grade, the existing job description does not require pre-recruitment review by UCOP Compensation.
2. ***New or Changed Position:*** If a division/department is establishing a new position or wishes to change the classification or grade of an existing vacant position, a new job description shall be prepared and a reclassification request package submitted to UCOP Compensation prior to recruitment. Positions will to be classified and receive an approval log number before the electronic requisition is submitted (the classification log number is required on the requisition). Departments need to allow two weeks for the classification review prior to the commencement of recruitment.

**B. Salary Setting Guidelines**

The starting salary for a new employee should be based on the following factors:

1. The candidate's directly related job experience and education;
2. Documented salary history related to the position;
3. Market factors related to recruiting and retention issues;
4. Salary levels of other staff members performing similar work in the unit, department, and for professional and management positions, across departments and divisions. Normally the salary of a new employee should not be higher than the salaries of current personnel in comparable positions with similar skills and levels of experience;
5. Potential for future salary growth in the salary range

**C. Division or Department Head Authority for Appointment Salary**

1. ***Open Ranges:*** Based on the factors above, the Division or Department Head (or designated hiring authority) may offer a salary from the minimum up to and including the range midpoint. (Note: for internal candidates, attention must be paid to UC-PPSM 30(I) which limits overall salary increases in one fiscal year to a maximum of 25%.) Salary offers above the midpoint must be approved by UCOP Employment and Staffing Services. For IT positions, authority is delegated to the Department Head to hire throughout the salary range.
2. ***Step Based:*** Based on the factors above, the Division or Department Head (or designated hiring authority) may offer a salary at any step or half-step from through the middle step in the range. Salary offers above this level must be pre-approved by UCOP Employment and Staffing Services.

**D. Review Process for Above Mid-Point/Mid-Step Hires**

1. ***Factors:*** When the hiring authority believes it necessary to appoint an employee at a salary above the midpoint of the range he/she should develop supporting documentation to be submitted to Employment and Staffing Services for analysis and approval before any final or written offer is extended. Factors to be considered include:
  - a) Difficulty in recruiting and retention;

- b) Meeting the current salary of the most viable candidate;
  - c) Salaries of comparable employees already in place;
  - d) Potential for salary growth within the grade; and
  - e) Length of time until next salary review.
2. **Request:** The hiring authority completes an analysis and submits it to UCOP Employment and Staffing Services for approval. This request should contain the following information:
- a) Current salary, payroll title, title code, grade, proposed hire date, and other relevant information;
  - b) Requested step and/or appointment rate;
  - c) Justification for exceptional salary level, which may include information on recruitment/retention issues, the candidate's prior earnings, market salary data, the candidate's years of job related experience, or former UC service dates, if applicable;
  - d) A list of salaries of other employees in the department or division in the same job title and grade, their length of service with the University, and time in grade.

## V. MERIT PAY FOR CAREER EMPLOYEES

For all employees covered under the Personnel Policies for Staff Members, salary advancement through a range is based primarily on merit. Merit increase amounts should be determined based on overall performance taking into consideration the employee's current pay position within the range, assigned responsibilities, relative performance within the unit, and the availability of funds.

Except when an employee's salary falls below the minimum of the range, an employee should not receive a merit increase unless performance is judged to be at least satisfactory.

### A. General

1. **Performance Appraisals** are to be completed once a year preceding the annual increase. The performance appraisal is a means of measuring and enhancing individual, team, and institutional achievement, identifying professional development needs, determining merit increases, and adhering to policy requirements for documentation of individual performance.
2. **Merit Considerations:** The amount of an increase should reflect qualitative and quantitative performance factors, achievements relative to other members of the review unit, position within the salary range, and the availability of funds for merit increase purposes.

Larger increases should be awarded to those who:

- a) Consistently exceed performance standards;
- b) Perform competently vis-a-vis similarly situated but more highly compensated employees; or,
- c) Perform well and are relatively low in the salary range.

3. ***Within-Range Requirement:*** Upon conclusion of the merit process, all salaries must be within the range for the employee's current job title. An employee in an open range position whose salary falls below the grade minimum following an upward range adjustment must receive a merit increase sufficient to place the employee within the new range.

**B. Merit Increase Eligibility Criteria**

1. An employee is credited with a month of qualifying service for merit increases if on pay status 50% or more of the working hours in a month, prorated for employees working less than full time. Required months of qualifying service must be continuous.
2. Periods without pay covered by military leave, work-related injury or illness compensable under the California Workers' Compensation Act are credited to qualifying service. Transfers to and from contract employment within the University are considered continuous when, in fact, employment is continuous.
3. A new period of merit eligibility starts upon reemployment, unless the reemployment occurs within an official recall preference period as noted in the Layoff and Reduction in Time From Professional and Support Staff Positions--Policy 60.
4. Should a merit increase be withheld because of performance issues, the employee starts a new period of eligibility.
5. Employees must be appointed to, and occupying, a career position three months prior to the merit effective date to be eligible for a merit consideration.

**C. Merit Increase Administration**

Division or Department Heads may establish additional criteria and review methods appropriate to their organization and consistent with these procedures.

1. ***Approvals:*** Division or Department Heads designate the approval authority for merit reviews. Normally, merit increase recommendations require at least two levels of review above the affected employee and must include the Department Head.
2. ***Communication:*** Employees should be informed of their merit increases as soon as possible following final approval.

**D. Merit Increase Schedules**

1. ***Regularly Scheduled Merit Increase:*** The merit increase date occurs once a year. Different merit increase dates may be established for different groups of employees.
2. ***Step-based employees*** receive merit increases based on the timing defined in the relevant contract.
3. ***Annual Increase Limit:*** Departments must adhere to UC-PPSM 30(I) limiting overall salary increases in one fiscal year to a maximum of 25%.

**VI. SIX-MONTH INCREASES**

Employees in specified classifications, holding career appointments may be eligible for a six-month salary increase upon completing the first six months of qualifying service

## VII. LIMITED AND FLOATER INCREASES

An employee holding a limited, floater or casual/restricted appointment is not eligible for a six month or merit increase. However, UCOP Human Resources/Compensation will work with departments to develop equitable rates for such staff.

## VIII. ANNUAL INCREASES

An employee's total salary increase in a single fiscal year (including, for example, merit, promotional, and equity increases, but not including incentive, recognition, or other local awards) shall not exceed 25% of base salary, unless an exception is granted by the Associate Vice President, Human Resources and Benefits.

If more than one salary adjustment takes place on the same date, actions occur in the following order:

1. Limited, six month or merit increases;
2. Salary actions resulting from promotion, reclassification, transfer, demotion, or equity adjustments; and
3. Salary range adjustments (if applicable).

## IX. DEMOTION OR DOWNWARD RECLASSIFICATION

### A. Policies

1. ***Definition of Terms – Demotion:*** The movement of an employee from one position to another position which has a lower salary range maximum is termed a demotion. NOTE: Involuntary demotions must be approved by UCOP Employee and Labor Relations.
2. ***Definition of Terms – Reclassification-Downward:*** The change in title of an employee's current position to the title of a different class having a lower salary range maximum is termed a downward reclassification. NOTE: All reclassifications (up, down or lateral) must be approved by UCOP Compensation and Classification unless classification authority has been specifically delegated to a trained divisional or departmental representative.
3. ***Salary Adjustments – UC-PPSM 30(E):*** Demotion or Downward Reclassification: an employee normally will receive a salary decrease upon demotion. Upon downward reclassification, an employee's current salary rate may be retained even though the salary is above the maximum of the salary range for the new class.

UCOP Human Resources is responsible for working with the division/department in establishing an appropriate salary for an employee who has been demoted or has received a downward reclassification. *Salary increases for demotions or downward reclassifications are not authorized.*

### B. Demotion

Upon demotion, an employee's salary will be established based on the reason(s) for the demotion:

1. ***Corrective Action Related Demotion (involuntary):*** The Division or Department Head shall work with UCOP Human Resources/Compensation to establish a salary appropriate to the circumstances and in comparison with other employees performing similar work. The salary will be placed no higher than the new salary range maximum for the position.
2. ***Voluntary Demotion:*** In certain situations, an employee may choose to take a lower level position. In such situations, the employee's salary may be retained at its current level if it is within the range

for the new position. If it is above the maximum of the new salary range, the salary will move to the range maximum.

**C. Downward Reclassification**

Upon a non-performance related downward reclassification or regrading, any salary action affecting the employee is reviewed based on the reasons for the action and organizational circumstances.

An employee's salary may be retained at its current level if it is within the range for the new position. However, if after downgrade, the employee's salary is above the new range maximum, one of the following options will apply, depending on operational needs and internal equity considerations:

1. **Salary Red-Circled:** The employee's salary is retained at its original level, but the employee is not eligible for any base-building increases until such time as his/her salary falls within the salary range applicable to the position.
2. **Salary Reduction:** Internal equity considerations may require that the employee's salary be reduced to an appropriate level within the new range. In establishing a reduced salary, UCOP Compensation will consider: a) the magnitude of the difference between the new and old grades; and b) a comparison of the proposed salary with other employees in the same classification within the unit and department.

Determination of the most appropriate salary for a demoted or downwardly reclassified employee shall include consultation with UCOP Human Resources.

**X. OTHER SALARY ACTIONS**

**A. General Provisions**

1. **Lateral Transfers:** Under normal circumstances, there is no increase in salary for a lateral transfer or reclassification to a class within the same salary range. UCOP Human Resources may approve exceptions to this guideline based on market or equity considerations.
2. **Transfers to a Lower Level Position:** (See Demotion/Downward Reclassification). Salary increases are not authorized for employees moving to lower level positions.
3. **Effective Dates:** If a salary increase is authorized, the effective date of the increase must be the effective date of the promotion or upward reclassification. If the Division or Department Head believes an increase outside departmental limits is warranted, the increase may be given in two steps in different fiscal years with the prior approval of UCOP Human Resources. If more than one type of increase is effective on the same date, the increases are implemented as follows:
  - a) Range adjustments (step-based only),
  - b) Merit increases,
  - c) Equity increases,
  - d) Promotion/Reclassification increases.

**B. Promotional Increases**

1. **Definition of Terms- Promotion:** Movement of an employee to a different position with a title in a salary range having a higher range maximum than the title of the position previously occupied by the employee.

Note: With the adoption of broad band ranges for certain classifications, these definitions may not always apply. UCOP Human Resources will provide guidelines for specific situations.

2. ***Open Range Positions:*** The salary for an employee who is being promoted should be established using the same criteria considered when hiring a new employee from outside the University. Additional consideration may be given to relevant University experience. Based on these factors, the Department Head may approve an increase from 0% to a maximum of 15% or the mid-point of the new range, whichever is higher. Promotional increases must be sufficient to bring the employee to the minimum of the new range. In determining the amount of a promotional increase, attention must be paid to the UC-PPSM 30(I) limiting overall salary increases in one fiscal year to a maximum of 25%.
3. ***Step Based Positions:*** The Division or Department Head (or other designated individual) may offer a one step increase or up to step 3 of the new range, whichever is greater. When the employee's pre-promotion rate is at step 5, UCOP Compensation will assist in computing the new rate. In determining the amount of an increase, attention must be paid to the UC-PPSM 30(I) limiting overall salary increases in one fiscal year to a maximum of 25%.

C. **Upward Reclassification Increases**

***Definition of Terms-Upward Reclassification:*** The change of the title of an employee's current position to a title of a different classification having a higher salary range maximum. Such changes usually qualify for a salary increase.

Note: With the adoption of broad band ranges for certain classifications, these definitions may not always apply. UCOP Human Resources will provide guidelines for specific situations.

1. ***Open Range Positions:*** The salary increase for an upward reclassification should be based on: a) the difference in responsibilities between the new and old positions; b) a comparison of proposed salary with others in the unit, department, and across the organization; and c) position within the salary range and potential for future salary growth. Based on these factors, the Department Head may approve an increase from 0% to a maximum of 15%. Increases must be sufficient to bring the employee to the minimum of the new range. In determining the amount of an increase, attention must be paid to the UC-PPSM 30(I) limiting overall salary increases in one fiscal year to a maximum of 25%.
2. ***Step-Based Positions:*** The Department Head (or other designated individual) may approve a one-step increase. When the employee's pre-reclassification rate is at step 5, UCOP Human Resources will assist in computing the new rate.

D. **Equity Increases**

Equity increases are used to rectify severe salary problems that cannot be corrected through the merit review cycle. Equity increases should be coordinated with merit increases and are not to be used in lieu of merit increases. Equity increases are initiated by the department considering internal relationships, availability of funds and other relevant factors, see UC-PPSM 30(F).

*Division or Department Heads have the authority to approve equity increases of up to 10%. Equity increases for more than 10% must receive prior approval by UCOP Human Resources.*

1. ***Guidelines for Approving Equity Increases***

- a) An employee's salary significantly lags the outside market rate for comparable work. (Demonstrating this requires coordination with UCOP Compensation to develop supporting salary survey data or empirical data demonstrated by severe difficulties in recruitment and retention); or,
  - b) One employee's salary is significantly (10% or more) below all similarly situated employees in the same area and title code with comparable performance, experience, skills, knowledge and assignments. Management shall demonstrate that the discrepancy is causing employee relations difficulty within the unit and that the problem cannot be corrected through the normal merit review process; or,
  - c) To counter a bona fide, documented job offer from **outside** UCOP; or
  - d) To correct a serious salary inequity within a unit, such as a working supervisor earning less base salary than a direct subordinate engaged in the same type of work. A serious salary inequity would not be deemed to exist if such a salary differential developed because of a stipend, temporary reclassification, or special salary program situation. Nor would it apply where the supervisor provided primarily administrative direction and was not expected to possess the same or a higher level technical knowledge than the subordinate.
2. Factors to be considered in determining the amount of an equity increase:
- a) The rationale for the increase, supporting documentation, and conformance to established procedure;
  - b) The candidate's job experience and current salary in relation to recruiting and retention difficulties for the position;
  - c) Comparisons with other staff members performing comparable work in the unit or department and, for higher level professional and management positions, across the department and division;
  - d) Position within the salary range and the employee's potential for future salary growth.
    - (1) Open Range: The amount requested is based on the individual situation.
    - (2) Step-Based: Division or Department authority limited to one step.
  - e) In determining the amount of an increase, attention must be paid to the UC-PPSM 30(I) limiting overall salary increases in one fiscal year to a maximum of 25%.

3. ***Equity Increase Process***

To request an equity review, the supervisor submits a memo through appropriate intermediate channels to the Division or Department Head detailing the reason(s) the increase is appropriate (see guidelines, above).

- a) Supervisors send a memo including all relevant data, such as salary spread sheets, performance evaluation summaries, and organization charts to the Division or Department Head.
- b) If the equity increase request is for 10% or less, the Division or Department Head (or designee) reviews the request in light of the approved guidelines. If he/she concurs with

the action, the request along with an affirming cover memo is sent to the appropriate EDB preparer/reviewer for data entry *with a copy of the request and approval to UCOP Human Resources/Compensation.*

- c) If the equity increase request is for more than 10% and the Division or Department Head concurs with the action, he/she forwards the request with an affirming cover memo to UCOP Human Resources for approval.
- d) The Manager, UCOP Compensation and Classification reviews all equity increase requests for more than 10% in light of the approved guidelines and makes a recommendation to the Director--UCOP Human Resources who is responsible for approving all such increases.

**E. Administrative Stipends**

1. **Policy -- Administrative Stipends UC-PPSM 30(J):** An administrative stipend may be paid to an employee who is temporarily assigned responsibilities of a higher level position or other significant duties which are not part of the employee's regular position. The sum of the stipend and the base salary shall not exceed the maximum salary of the higher level position.

*Division or Department Heads have the authority to grant an administrative stipend of up to 10% for one year or less. Stipends for more than 10% and/or extended beyond one year must receive prior approval from UCOP Human Resources.*

2. **Criteria:** Employees may receive additional compensation through an administrative stipend if they are temporarily assuming significantly higher level or substantial additional duties resulting from:
  - a) A vacancy under recruitment,
  - b) An approved leave,
  - c) A clearly defined temporary assignment, or
  - d) A special project

3. **Guidelines**

Stipends are intended to address temporary situations. They are granted to employees covered under UC-PPSM in lieu of temporary reclassification. Eligible employees retain their original classifications and receive stipends in accordance with the guidelines described below.

Note: An exception to the stipend procedure occurs when a non-exempt employee fully assumes the duties of an exempt position. In this event, a temporary reclassification is required to ensure compliance with the federal Fair Labor Standards Act [FLSA].

The Department Head (or designee) shall apply the following considerations when applying an administrative stipend:

- a) For assuming higher level duties: At least 50% of the employee's time must be devoted to the higher level duties. The amount of a stipend should not be greater than would be appropriate for a permanent promotion to the higher grade.
- b) For assuming additional duties: A key consideration is whether an employee has actually assumed added duties as opposed to substituting or delaying regular assignments. The supervisor should demonstrate that a substantial amount of additional, uncompensated time will be required on the employee's part. Stipend

increase amounts for added duties are typically less than amounts approved for assuming higher level duties.

Note: Stipends are not intended to substitute for classification reviews on an anticipatory basis. Positions that have changed due to the permanent assumption of additional and/or higher level duties should be submitted for reclassification.

4. **Time Frame**

A clear ending date or ending event less than one year from the start of the stipend must be specified. If the termination date of the stipend depends on an event (for example, the filling of a vacancy) the department must ensure that the stipend is stopped at the correct time.

- a) Stipends cannot be authorized for assignments of less than one month.
- b) Extension of a stipend beyond one year requires additional review and prior approval by UCOP Compensation.

5. **Stipend Amount**

In recommending a stipend, managers should consider various criteria including the length of the assignment, breadth of responsibilities, whether the responsibilities are at a significantly higher level than the regular assignment or represent a significant additional body of work, and comparisons with salaries of similarly-situated employees.

Normally stipends are authorized as a percentage of base salary. However, when the stipend involves duties quite separate from the employee's normal assignment, a dollar amount may be more appropriate. In that situation, were the employee's regular salary to change during the temporary assignment period, the administrative stipend would remain the same.

6. ***Administrative Stipend Process for Stipends of 10% or less***

To request a stipend, the supervisor submits a memo through appropriate intermediate channels to the Department Head detailing the reason(s) the action is appropriate. If the Department Head (or designee) agrees with the request for a stipend, he/she writes a confirming memo and forwards it (along with the stipend request) to the appropriate EDB preparer/reviewer for data entry *with a copy to UCOP Human Resources/Compensation*.

7. ***Administrative Stipend Process for stipends exceeding 10% or extending beyond a year***

To request a stipend in excess of 10% of base salary, the supervisor submits a memo through appropriate channels through the Department Head (or designee) to UCOP Human Resources/Compensation detailing the reason(s) the action is appropriate. There is no specific form for stipend requests. If the action is within guidelines, UCOP Compensation will approve the action and send an affirming memo to the Department Head (or designee) for implementation (i.e., EDB data entry).

## **XI. PERQUISITES**

**Policy: UC-PPSM 30(K)** -- Meal and/or housing perquisites are provided to employees when they are required as a condition of employment and for the convenience of the University. Such perquisites are considered mandatory. The value of meals and/or housing is included as part of compensation in calculating the employee's regular rate of pay for determining premium overtime pay (if applicable).

## **XII. DUAL EMPLOYMENT**

**A. Policy: UC-PPSM 30(L)** -- An employee appointed at 100 percent time shall not receive additional compensation from the University for any work or services which are related to the employee's appointment regardless of source or type of payments. Exceptions are payments for overtime earned by non-exempt employees, payments for teaching regularly scheduled University Extension courses whether or not related to the employee's appointment and outside the employee's normally scheduled hours, and administrative stipends.

**B. Application:**

Dual employment is designated when an employee who holds a full time position in one area works additional time in another department or classification. (If such a situation exists with a non-exempt employee, overtime premium pay would automatically be involved.) This practice is normally not permitted. If the employee holds the full time position within UCOP, a dual employment request must be submitted for consideration to the Director, UCOP Human Resources. If the employee's full time position is with another campus, the Chancellor (or designee) of that campus has jurisdiction.

**C. Criteria**

The Department Head should submit dual employment exceptions to the Director, UCOP Human Resources. Criteria for support the request might include::

1. It is impractical to hire another person; and
2. The additional appointment will not exceed a total of twelve calendar months, subject to the need for another approval process for any extension request; and
3. The additional time worked will not be detrimental to the employee's health or affect performance in either appointment adversely; and,
4. The employee's full-time Department Head agrees to the arrangement.