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Michael V. Drake, MD
President

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May 14, 2021

CHANCELLORS
LABORATORY DIRECTOR WITHERELL
VICE PRESIDENT HUMISTON

Dear Colleagues:

I am writing to confirm that we have decided to proceed with a 2021-22 salary program for policy-covered staff employees and academic appointees. As discussed, we are implementing a salary increase budget of 3 percent for policy-covered staff and academics at all locations. We want to recognize the extraordinary efforts by all of our policy-covered employees during the pandemic by providing a general increase.

For policy-covered staff employees, we request that salary increases be implemented as a general increase, where all eligible policy covered staff employees would receive a 3 percent increase to their base salary, effective July 1, 2021. In addition, campuses retain discretion to address critical equity issues. Given that we were not able to give policy-covered staff salary increases last year, a general increase is more appropriate for this year’s program.

Although this year’s salary program for policy-covered staff is not a merit program where performance is a consideration related to the salary increase amount, the importance of the annual performance review process should not be discounted. All policy-covered staff employees should continue to receive, at least annually, a performance review per policy.

For policy-covered academic appointees, the academic salary scales will be increased by a general range adjustment of 3 percent. The adjustment to the academic salary scales will be effective October 1, 2021 for policy-covered faculty and students and July 1, 2021 for other policy-covered academic appointees. Parity adjustments to the salary scales for policy-covered librarians and academic researchers will also be effective July 1, 2021. The regular peer-review merit advancement process for policy-covered academic appointees will continue per academic personnel policy.

Excluded from this program are staff employees and academics appointees who are represented by our various unions as their wages are governed by collective bargaining unit agreements.

I recommend that each of you announce the details of the program specific to your respective locations. Systemwide administrative guidelines noting flexibility and best practices for implementing the 2021 general salary increase program are attached for policy-covered staff employees and academic appointees.

Let me know how I can support you and your locations as you move forward with this important program.

Sincerely,

A handwritten signature in black ink that reads "Michael V. Drake, M.D." with a stylized flourish at the end.

Michael V. Drake, M.D.
President

Enclosures

cc: Provost and Executive Vice President Brown
Executive Vice President and Chief Operating Officer Nava
Division Leaders
Vice Provost Carlson
Interim Vice President Lloyd
Academic Council Chair Gauvain
Executive Vice Chancellors/Provosts

2021-22 UC Systemwide Salary Program Administrative Guidelines

Areas of Flexibility, Salary Program Guidance, and Best Practices

STAFF EMPLOYEES*

General salary increase program of a 3.0% increase for policy covered staff employees:

You have flexibility in the timing and administration of the budget along with establishing any additional program parameters or criteria that best suit your campus/local needs. You also have flexibility to utilize additional available budget to address equity issues.

If implemented at the beginning of the fiscal year, increases should be effective July 1, 2021 for monthly and June 27, 2021 for bi-weekly paid employees (June 27, 2021 is the first designated bi-weekly pay period for fiscal year 2020-2021.)

This program is designed to apply to policy covered staff career employees. Chancellors have discretion to determine eligibility for policy covered staff employees who hold limited or floater/per diem or student appointments and for employees in contract appointments, based on the provisions of the employee's contract.

We recommend that you consider excluding individuals for whom the most recent performance review was unsatisfactory, particularly if that individual is being considered for termination or suspension. Increases for employees in this situation are at the discretion of the Chancellor.

We recommend that in order to receive the general salary increase, employees should have at least six months of service and/or have completed their probationary period, where applicable. However, each location has the discretion to determine cut off and/or proration dates related to eligibility.

Non-SMG policy covered staff whose total cash compensation exceeds the current Indexed Compensation Level of \$323,700 that require Presidential approval and Level One/Level Two SMG members are eligible to participate in the same program with the same timing as other policy covered staff. However, these populations will require submission of the proposed general salary increases to the Systemwide HR/Executive Compensation unit no later than May 15, 2021 to procure the appropriate level of approval from the President and/or Regents as required by policy.

** These guidelines cover UC campuses, health systems, Office of the President, and UC ANR. Lawrence Berkeley National Lab (LBNL) will administer its program based on the parameters as approved by the Department of Energy for LBNL's 2021 salary program effective October 1, 2021 and will seek Presidential/Regental approval as noted above for its Level One and Level Two SMG members.*

ACADEMIC APPOINTEES

The 2021-22 general range adjustment salary program of 3.0% to the academic salary scales for policy-covered academic appointees will be as follows:

The academic salary scales will be increased by a general range adjustment of approximately 3.0% (the precise amount will vary due to rounding). Scales composed of ranges will be incremented in a similar fashion.

Academic salary scales adjustments for policy-covered academic appointees will be effective:

- Faculty, Astronomers, and Agronomists: Effective October 1, 2021.
- Graduate Student Researchers and Graduate Student Assistant Researchers: Effective October 1, 2021 for monthly paid or October 3, 2021 (the first pay period commencing after October 1, 2021) for bi-weekly paid students.
- Policy-covered Librarians and Academic Researchers: General range and parity adjustments effective July 1, 2021 for monthly paid or July 11, 2021 (the first pay period commencing after July 1, 2021) for bi-weekly paid appointees.
- Other Non-Faculty Academic Appointees: Effective July 1, 2021 for monthly paid or July 11, 2021 (the first pay period commencing after July 1, 2021) for bi-weekly paid appointees.

Above-scale faculty will have their salaries incremented according to standard processes established by each campus for above-scale faculty.

Deans and other faculty administrators will be eligible for consideration for a salary merit increase of no greater than 3.0%, effective July 1, 2021, as determined at the campus level based on individual meritorious performance judged at their annual assessment review.

Academic titles not tied to salary scales or ranges and compensation that is negotiated will be eligible for an approximate 3.0% increase, subject to rounding, as determined at the campus level to be effective July 1, 2021.

The intent of the salary program is to advance the competitiveness of UC academic salaries through focused investment in the salary scales, thus a systemwide adjustment to off-scale salaries is not included. There are no expectations of systematic, campuswide adjustments to off-scale salaries.

Campuses are encouraged to continue their efforts to implement equity adjustments for academic appointees where deemed warranted.

Detailed salary program implementation information for academic appointees will be provided to campuses and ANR from UCOP Academic Personnel and Programs at the time of the salary scales issuance.