

**620-0 Policy**

In order to preserve the significance and value of the salary scales, salaries should be on-scale to the greatest extent feasible. However, when justified, appointment or advancement to a position with an off-scale salary may be approved when necessary to meet conditions described below.

**620-4 Definition**

A salary for an appointee at a certain rank and step is designated off-scale if the salary is above that associated with the given rank and step in the published salary scale for the relevant title series.

An off-scale salary shall be a multiple of \$100 when the scale salaries of the relevant title series are multiples of \$100.

**620-14 Eligibility**

All academic titles except student titles may be considered eligible for off-scale salary. For academic appointees covered by a Memorandum of Understanding (MOU), eligibility for off-scale salaries is determined by the terms of the MOU. Generally, off-scale salaries are not awarded to Health Sciences Compensation Plan faculty.

- a. An off-scale salary may be used:
- (1) To meet competitive market conditions;
  - (2) With promotion from one rank to a higher rank in the same title series or in lieu of promotion;
  - (3) With a merit increase in the same title series or in lieu of a merit increase; and/or
  - (4) As the consequence of a general scale adjustment applied to an off-scale salary.

**620-18 Effect of a General Scale Adjustment on Off-Scale Salaries**

- a. Except as noted below, any academic appointee with an off-scale salary component within established salary scales at the time of a general scale adjustment will receive the same dollar increase in salary as those of the same title, rank and step on the applicable salary scale. This rule will be followed unless the Chancellor gives explicit directions to the contrary.
- b. When a person is appointed or advanced to an off-scale salary, the Chancellor may specify that the salary is to be unaffected by the first concurrent or subsequent general scale adjustment. In such case the affected academic appointee shall be notified in writing of this stipulation by the Chancellor and the stipulation must be noted on the appropriate campus approval document.

**620-24 Authority**

The Chancellor has the authority to approve off-scale salaries up to and including the Indexed Compensation Level (ICL) threshold. Authority rests with the Provost and Executive Vice President to approve salaries beyond the compensation threshold.

**620-80 Campus Procedures**

The Chancellor or the Executive Vice Chancellor and Provost, in consultation with the appropriate committee(s) of the divisional Academic Senate, shall develop local procedures for implementation of the off-scale policy. Procedures shall include the criteria for appointment or advancement to a position with an off-scale salary, as well as for an appointee's continuation with an off-scale salary or return to an on-scale salary. When an individual is placed on an off-scale salary, the appointee must be notified of this action and any limitation.