

Career Advancement Scenarios

References from UC Personal Policies for Staff Members (PPSM) and UCnet

Career Advancement Scenario	Term	Definition
<p>You feel your employee deserves a higher salary due to their performance on the job.</p>	<p>Merit Increase PPSM-30 (pdf)</p>	<p>A salary increase is granted to employees in career positions based on performance and other factors such as the position in range. Merit opportunities are designated through a systemwide controlled process and differ from year to year. In any given year, the policy may or may not include differentiation based on performance. Sometimes people who do not meet expectations are excluded, other times they are also included in receiving “merit.”</p>
<p>You have noticed that your employee’s salary is below that of their peers in the same job classification.</p> <p><i>-or-</i></p> <p>You want to retain an employee who has received a bona fide offer of employment at another organization.</p>	<p>Equity Increase PPSM-30 (pdf)</p>	<p>A pay increase made to appropriately align an employee’s base salary with the level of compensation provided to internal or external comparators.</p>
<p>Your employee is performing a new skill in a new functional area.</p>	<p>Reclassification PPSM-2 (pdf)</p>	<p>The movement of an employee's current position to a different class or salary grade.</p>
<p>Your employee has gained skills or received training that make them competitive for an open position above or different than their current classification. The position requires open recruitment.</p>	<p>Promotion - Open Recruitment PPSM-20 (pdf)</p>	<p>The change of an employee from one position to another position which has a higher salary range maximum. Open recruitment is required.</p>
<p>You need to hire an employee to address the University’s immediate operational needs</p>	<p>Promotion – Waiver of Recruitment PPSM-20 (pdf)</p>	<p>Under special circumstances and in accordance with local procedures, a waiver of competitive recruitment for career and contract appointments may be approved after consultation with the Equal Opportunity/Affirmative Action Officer. The primary concern in considering approval of a waiver is whether the University’s operational needs outweigh our commitment to competitive recruitment.</p>

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<p>You want to recruit a current employee into an open position which is eligible for a waiver of open recruitment.</p>	<p>Internal Promotion PPSM-20 (pdf)</p>	<p>Internal promotions are intended to recognize growth and development in the professional skills, knowledge, and responsibilities of current career staff employees. Internal promotion opportunities must be consistent with the University's equal employment and affirmative action objectives, as well as the employee's qualifications and job performance.</p>
<p>Your employee has received the opportunity to develop into a position at a higher level.</p> <p style="text-align: center;"><i>-OR-</i></p> <p>Your employee is temporarily taking on duties at a higher level, and you want to compensate them appropriately.</p>	<p>Stipend PPSM-30 (pdf)</p>	<p>Stipends are temporary and non-base-building compensation (not permanently added to the base salary).</p> <ul style="list-style-type: none"> • For career employees who are temporarily assigned responsibilities of a higher-level position (also known as an "acting appointment"), or • For career employees who are temporarily assigned higher-level duties which, if permanent, would result in an upward reclassification.
<p>Your employee wants to develop, but you are not sure what titles or opportunities are appropriate for training.</p>	<p>Professional Development UCnet (website)</p> <p>Career Tracks UCnet (website)</p>	<p>Professional development is the continuous process of acquiring new knowledge and skills that relate to your profession, job responsibilities, or work environment.</p>
<p>A critical employee is leaving, and you need to plan for their succession.</p>	<p>Succession Planning UCnet (website)</p> <p>Career Development UCnet (website)</p> <p>Stipend PPSM-30 (pdf)</p>	<p>"Succession planning is having the right people, with the right skills, in the right places, at the right times."</p> <ul style="list-style-type: none"> • Eugene Whitlock, AVC and Chief People & Culture Officer