

UCOP PPSM 30 - Compensation

Procedures Date: 4/15/2019

Supersedes: 6/28/2018

Responsible Department: UCOP Human Resources

Source Document: UC PPSM 30 Compensation

Section III.A. Fair Labor Standards Act (FLSA) Exemption Status

Authority to change FLSA exemption: The Executive Vice President and Chief Operating Officer has delegated authority to UCOP Compensation to change FLSA exemption status for individual positions/employees in accordance with provisions in PPSM 30. The Executive Director, UCOP Human Resources will consult with UCOP compensation prior to initiating changes.

Section III.B.1.a Salary Ranges, Establishing Ranges

Salary Range Development: UCOP Compensation recommends salary ranges for UCOP jobs in accordance with existing market conditions and consistent with the City of Oakland local minimum wage ordinance. Salary ranges are approved by the Vice President, Systemwide Human Resources.

Salary Range Information: Salary ranges for all UCOP jobs are published in the University of California Title Code System (TCS) and available to view via the Title Code Inquiry <https://tcs.ucop.edu>.

Section III.B.1.b Salary Ranges, Adjustments

Salary Range Development: UCOP Compensation reviews salary ranges annually and recommends adjustments as appropriate. Salary range adjustments are approved by the Vice President, Systemwide Human Resources.

Section III.B.1.c Salary Ranges, Individual Pay

UC Minimum Wage: Employees must be paid at least the UC minimum wage established by the President for all eligible appointments. See <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/fairwage/index.html> for additional information on Fair Wage/Fair Work Minimum Wage.

Approval Authority (for all external new hires): Hiring Managers with

internal approval from Division leader and/or Department heads can recommend for approval a salary offer to any external to UCOP candidates, based on budget and a review and endorsement by UCOP Compensation. All salary offers must be approved by the Senior Human Resources Business Partner for salary offers up to the 75th percentile of the salary range, or the Executive Director, UCOP Human Resources for salary offers above the 75th percentile of the salary range, *prior to extending an offer to a candidate*.

Exception to Policy Request for salaries outside the salary range:

Requests for an exception to policy to allow an employee's salary to be outside of the salary range can be recommended by the Division leader, based on a review and endorsement by UCOP Compensation, and must be pre-approved by the Executive Director, UCOP Human Resources before an offer is extended to the candidate.

Section III.B.2.a System-wide Salary Programs, General Increases

Budget Approval: Regents Policy 5101 requires The Regents approve the budget for the Office of the President prior to expenditure of funds for the year.

Eligibility and Implementation Guidelines Development: As authorized by the system-wide guidelines, and the Executive Vice President and Chief Operating Officer will develop eligibility and implementation guidelines in collaboration with the Executive Director, UCOP Operations, Executive Director, UCOP Human Resources, UCOP Compensation, UCOP Payroll and UCOP Budget and Finance departments.

Section III.B.2.b System-wide Salary Programs, Merit Increases

Budget Approval: Regents Policy 5101 requires The Regents approve the budget for the Office of the President prior to expenditure of funds year.

Eligibility and Implementation Guidelines Development: As authorized by the system-wide guidelines, The Regents, the Executive Vice President and Chief Operating Officer, will develop eligibility and implementation guidelines in collaboration with the Executive Director, UCOP Operations, Executive Director, UCOP Human Resources, UCOP Compensation, UCOP Payroll and UCOP Budget and Finance departments.

Approval Authority: Authority to approve merit increases will be authorized by the local guidelines.

Section III.B.3.a. Individual Salary Actions, Salary Increases

Approval Authority for promotions and upward reclassifications: Salary increases are handled during the UCOP Equity and Promotion Related Salary Increases Review, where applicable, according to schedules determined by the Executive Director, UCOP Human Resources and Executive Director, UCOP Operations. Managers/Division Heads can request salary increases outside of the promotion increase review process, based on business need, availability of funds in the centrally funded budget pool, and a review and endorsement by UCOP Compensation. Requests for increases up to 15 percent, must be approved by the Senior Human Resources Business Partner. Requests for increases above 15 percent must be approved by the Executive Director, UCOP Human Resources.

Approval Authority for Lateral Increases: Salary increases are handled during the UCOP Equity and Promotion Related Salary Increases Review, where applicable, according to schedules determined by the Executive Director, UCOP Human Resources and Executive Director, UCOP Operations. Managers/Division Heads can request for salary increases outside of the increase review process, based on business need, available centrally funded budget pool, and a review and endorsement by UCOP Compensation. Requests for increases up to the 15 percent, must be approved by the Senior Human Resources Business Partner. Requests for increases above 15 percent, must be approved by the Executive Director, UCOP Human Resources.

Exception to Policy Request for Salary Increases for Demotions, Downward Reclassifications: Salary increases are handled during the UCOP Equity and Promotion Related Salary Increases Review, where applicable, according to schedules determined by the Executive Director, UCOP Human Resources and Executive Director, UCOP Operations. Managers/Division Heads can request salary increases outside of the increase review process, based on available centrally funded budget pool, and a review and endorsement by UCOP Compensation. Requests for increases any increase related to a demotion, downward reclassification must be approved by the Executive Director, UCOP Human Resources.

Section III.B.3.b. Individual Salary Actions, Salary Decreases

Approval authority to retain salary upon demotion: Request to maintain an employee's current salary upon demotion will be reviewed and approved by the UCOP Executive Director, Human Resources based on a review and endorsement by the Department head and UCOP Compensation.

Approval authority to decrease salary upon demotion: Request for a salary decrease, up to 15 percent to an employee upon demotion or downward reclassification must be recommended by the Division Leader, based on a review and endorsement by UCOP Compensation, and approved by the Senior Human Resources Business Partner. Request for salary decrease above 15 percent must be approved by the Executive Director, UCOP Human Resources.

Section III.B.3.c. Individual Salary Actions, Equity Increases

Individual Salary Approval Authority: Salary increases are handled during the UCOP Equity and Promotion Related Salary Increases Review, where applicable, according to schedules determined by the Executive Director, UCOP Human Resources and Executive Director, UCOP Operations. Managers/Division Heads can make requests for salary increases outside of the increase review process, based on business need, available centrally funded budget pool, and a review and endorsement by UCOP Compensation, and must be approved by the Executive Director, UCOP Human Resources.

Equity Study Approval Authority: Department heads may undertake equity study of their group. UCOP Compensation will work with UCOP Human Resources to put together equity study analysis and possible recommendations. Salary increases are handled during the UCOP Equity and Promotion-Related Salary Increases Processes, where applicable, according to schedules determined by the Executive Director, UCOP Human Resources and Executive Director, UCOP Operations. Requests for salary increases, as recommended by Division heads, based on available centrally funded budget pool, and a review and endorsement by UCOP Compensation, must be approved by the Executive Director, UCOP Human Resources.

Section III.B.4. Order of Salary Actions

No notes.

Section III.B.5. Retroactive Salary Actions

Exception to Policy Request for Employees paid over the Indexed Compensation Level (ICL): Please refer to the Approval Matrix for MSP Administrators.

Exception to Policy Request for Direct reports to the President or under Jurisdiction of a Principal Officer: Requests for exception to policy to provide a retroactive salary increase (greater than 6 months) to an employee must be approved by the President or a Principal Officer accordingly.

Exception to Policy for all other employees: Division heads can request for exception to policy to provide a retroactive salary increase, up to 6 months, to an employee and must be approved by Executive Director, UCOP Human Resources, based on review and endorsement by the Human Resources Business Partner. Retroactive salary increase, greater than 6 months, must be approved by the Vice President, Systemwide Human Resources, based on review and endorsement by the Executive Director, UCOP Human Resources.

Section III.B.6. Perquisites

Meal and Lodging for Resident Advisors: Based on past practice, meals and lodging perquisites continue to be allowed for Resident Advisors. Manager, Information Systems, Academic Initiatives will approve all meal and lodging requests for Resident Advisors in Washington DC.

Other Perquisites Approval Authority: The Executive Director, UCOP Human Resources has authority to approve all other meal and lodging perquisites.

Section III.B.7. Additional Cash

Compensation No Notes

Section III.B.8. Administrative Stipends

Stipend Amounts: UCOP HR recommends stipend amounts not to exceed 20 percent of the employee's base salary. Requests for stipends exceeding 20% require a compensation review.

Approval Authority: All administrative stipends up to 10 percent and up to a maximum of 12 months must be approved by the Senior Human Resources

Business Partner. Any administrative stipend greater than 10 percent must be approved by the Executive Director, UCOP Human Resources.

Stipend Extension: All extensions for up to 12 months must be approved by Division Leader and the Senior Human Resources Business Partner for administrative stipend up to 10 percent. Any administrative stipend greater than 10 percent must be approved by the Executive Director, UCOP Human Resources. Requests for exception to policy to extend a stipend more than once or extend a stipend beyond 24 months must be approved by Division Leader and Executive Director, UCOP Operations, based on a review and endorsement by Senior Human Resources Business Partner and Executive Director, UCOP Human Resources.

Section III.B.9 Dual Employment

Dual employment is not available at UCOP.

Section III.C. Hours of Work

Standard and Alternate Workweeks: The standard workweek starts Sunday at 12:01 a.m. through 12:00 midnight the following Saturday. When circumstances require such action, alternate workweeks of any other seven (7) consecutive twenty-four (24) hour periods may be approved by the Division or Department Head (or designee) following consultation with the Human Resources Business Partner regarding Fair Labor Standards Act (FLSA) and notice requirements.

Attendance Records: Attendance records will be kept in Time Reporting Systems (TRS) with the exception of rehired/retirees which will be kept on paper timesheets and uploaded via I-181 portal. All time worked and absences must be recorded in the TRS except rehired retirees. Attendance records will be maintained in TRS or paper files and for a minimum of five (5) years, or longer if required by the terms of a contract. TRS records and paper time sheets are subject to audit by University, State, and Federal auditors.

Payroll Calendar: The UCPATH Shared Service Center publishes a complete payroll calendar, which is applicable to UCOP employees, and which is available on the web for 2019 at <https://www.ucop.edu/ucpath-center/files/mypath/calendar/payroll-calendar-mo-2019.pdf>
<https://www.ucop.edu/ucpath-center/files/mypath/calendar/payroll-calendar-bw-2019.pdf>

Section III.C.3 Alternate Work Schedule

Alternate Work Schedule Approval Authority: Department heads may approve employees the flexibility in scheduling their work hours subject to following terms and conditions:

1. Departmental discretion to determine if staffing coverage is adequate and sufficient to meet the operational requirements and business necessities of the department.
2. Nonexempt employees - written agreement on the establishment of workweeks to be used by each employee on an alternate work schedule to be signed by both the employee and the supervisor/manager (e.g., 12:01 a.m. Friday – 12 o'clock midnight the following Thursday).
3. Nonexempt employees - an established workweek of forty (40) hours -- totaling no more than five (5) days in the established workweek -- shall be observed.
4. Nonexempt employees - No alternate work schedule shall be approved requiring more than forty (40) hours of actual work in a workweek.
5. Computation of Vacation/Overtime/Sick Leave shall be the same for an employee working an alternate work schedule as for those working a standard workweek schedule.
6. Alternative work schedules may be evaluated over a three (3) month trial period.
7. The department may, at its discretion, implement, continue, discontinue or modify alternate work schedules as required to support the needs of the department.

Employee/Supervisor Responsibilities:

1. The employee may submit a written request to his or her supervisor/manager for review. If approved, the employee will be so notified in writing by the same.
2. The employee plans and organizes his or her time to meet the needs of his or her job requirements.
3. The supervisor/manager ensures that alternate work schedules are administered consistently in a fair and equitable manner and that

alternate work schedules conform to University policy and regulatory guideline.

4. The supervisor/manager also ensures that appropriate staffing is always available to meet the operational needs of the department.

Section III.D. Overtime

No Notes

Section III.D.5 Compensatory Time Off

Compensatory Time Election: For initial election, the Department Head or designee is responsible for ensuring that a compensatory time off election form is completed and forwarded to UCOP Human Resources to be saved in the employee's personnel files prior to the performance of work (See the form - Non- Represented/Uncovered Non-Exempt Professional Support Staff (PSS) Compensatory Time Off (CTO) Election Form at [http://www.ucop.edu/local-human-resources/ files/cto-forms/CTO-election-PPSM.pdf](http://www.ucop.edu/local-human-resources/files/cto-forms/CTO-election-PPSM.pdf).) A copy of the completed form should be sent to payroll (either BRC or your payroll department coordinator. The agreement should be used for employees who are hired, transferred, reclassified, or promoted into positions which are designated as non- exempt. Human Resources is the office of record for the compensation time agreement. The agreement will be retained for the same period of time as other time records for the employee.

Annually in June of each year, employees will receive a letter about updating the CTO Election for the year. The supervisor should forward the original form to HR for filing in the employee's personnel files. A copy of the completed form should be sent to payroll (either BRC or your payroll department coordinator.

Compensatory time off for FMLA: To use accrued compensatory time off for personal or family illness pursuant to Family and Medical Leave an employee may be required to submit medical certification of inability to work or illness in the family.

Employee separations or transfers: An employee who separates or is transferred to another department or to a position that is not eligible for overtime pay shall be paid for any accrued compensatory time, by the department in which the time was worked.

Section III.E. Ancillary Pay

Ancillary pay rates: UCOP Compensation recommends the establishment of, changes to, and elimination of ancillary pay rates (shift differential, weekend differential, on-call, call-back and certification pay) for UCOP jobs in accordance with local market demands.

Authority to Establish, Change or Eliminate Ancillary Pay: The establishment, change and elimination of ancillary pay rates are approved by Executive Vice President and Chief Operating Officer.

Department heads wishing to establish ancillary rates for position classes where such rates do not currently exist, or to modify existing ancillary rates, shall submit a written request to UCOP Compensation. Ancillary rates will be published in the University of California Title Code System (TCS) and available to view via the Title Code Inquiry <https://tcs.ucop.edu>.

Section IV.C. Approval of Actions

As authorized, there is a need to determine responsibilities and authorities at secondary levels in order to establish local procedures necessary to implement this policy. The authority to approve salary actions applicable to covered individual staff employees is described in the *Compensation Delegations of Authority & Compensation Position Control Approvals – Office of the President*. (see Attachment)