

PPSM 30: Compensation Delegations of Authority - Office of the President

Authority for actions for policy covered PSS and MSP employees with salaries below the Indexed Compensation Level (ICL)¹
 Effective April 15, 2019 (last updated 6/26/2018)

PPSM 30 Section	Action	Department Head with Division Head Support	Division Head	Sr Human Resources Business Partner	Executive Director, UCOP Human Resources	Executive Director, UCOP Operations	Vice President, SW Human Resources	Executive Vice President - Chief Operation Officer
III.B.1.a. Salary Ranges	Establishing Ranges				Recommend based on Compensation Review	Recommend based on Compensation Review	Approve	Recommend based on Compensation Review
III.B.1.b. Salary Ranges	Salary Range Adjustment				Recommend based on Compensation Review	Recommend based on Compensation Review	Approve	
III.B.1.c. Salary Ranges <i>(Applies to all external hires & external to UCOP from other UC locations)</i>	Individual Pay (outside of the salary range)		Recommend based on Compensation Review		Approve			
	All External Offers (new hires)	Recommend based on budget & Compensation Review		Approve, up to 75th percentile of salary range	Approve, above 75th percentile of salary range			
III.B.2.a. Systemwide Salary Programs	General Increase	Confirm eligibility and increase amounts based on program guidelines			Recommend local eligibility and salary program guidelines	Recommend local eligibility and salary program guidelines		Establish local eligibility and salary program guidelines
III.B.2.b. Systemwide Salary Programs	Merit Increase	Confirm eligibility and increase amounts based on program guidelines			Recommend local eligibility and salary program guidelines	Recommend local eligibility and salary program guidelines		Establish local eligibility and salary program guidelines
III.B.3.a. Salary Increases <i>(Applies to all internal hires & UCOP employees receiving salary increases)</i>	Promotion <i>(Should be handled during Equity and Promotion-Related Salary Increases Review, where applicable)</i>		Recommend based on Compensation	Approve, up to 15% increase (based on Compensation review)	Approve, above 15% increase (based on Compensation review)			
	Lateral <i>(Should be handled during Equity and Promotion-Related Salary Increases Review, where applicable)</i>		Recommend based on Compensation	Approve, up to 15% increase (based on Compensation review)	Approve, above 15% increase (based on Compensation review)			
	Demotion <i>(Should be handled during Equity and Promotion-Related Salary Increases Review, where applicable)</i>		Recommend based on Compensation	Recommend based on Compensation review	Approve (based on Compensation review)			
III.B.3.b. Salary decreases	Demotion		Recommend based on Compensation	Approve, up to 15% decrease (based on Compensation review)	Approve, to retain salary OR decrease above 15% (based on Compensation review)			
III.B.3.c. Equity	Equity (Individual Salary) <i>(Should be handled during Equity and Promotion-Related Salary Increases Review, where applicable)</i>		Recommend based on Compensation		Approve (based on Compensation review)			
	Equity (Equity Study) <i>(Should be handled during Equity and Promotion-Related Salary Increases Review, where applicable)</i>		Recommend based on Compensation		Approve (based on Compensation review)			
III.B.5. Retroactive Salary Actions	PSS/MSP employees under ICL and not direct report to President or Principal Officer	Recommend effective date		Recommend based on review with Division	Approve, up to 6 months retro (based on HRBP review)		Approve, above 6 months retro (based on Exec Dir, UCOP HR review)	
III.B.6. Perquisites	Meals and Lodging	Approve only Resident Advisors in Washington DC			Approve all other requests			
III.B.8. Administrative Stipends	Up to 12 months			Approve up to 10% increase	Approve above 10% increase			
	One time extension up to an additional 12 mos.		Approve	Approve up to 10% increase	Approve above 10% increase			
	Additional extensions and > 24 mos.		Approve	Recommend based on review with Division	Recommend based on HRBP review	Approve		

¹Other than direct report to President or under jurisdiction of a Principal Officer or VP ANR

Note: Salaries over the ICL limit of \$318,000 will have to be approved by SW Executive Compensation and the Vice President, SW Human Resources.