

## DELEGATIONS OF AUTHORITY FOR SALARY-SETTING FOR STAFF IN ACADEMIC AFFAIRS



<b>Salary Action:</b>			
<b>NEW HIRE/ REHIRE</b>	Hire of employee new to UC San Diego or rehire of employee after separation from UC San Diego		
<b>Authority</b>	DEPARTMENT	DEAN'S OFFICE	UC San Diego Human Resources Compensation Unit

<b>PROMOTION</b>	Current employee change to a new position in a higher salary grade (within or between departments at UC San Diego/UC)		
<b>UPWARD RECLASS</b>	Change in title in current employee's current position to a title in a higher salary grade		
<b>Authority</b>	DEPARTMENT	DEAN'S OFFICE	EVCAA

<b>EQUITY *</b>	Salary increase for current employee (no change in position) to correct a salary inequity		
<b>Authority – PSS Positions</b>	DEAN'S OFFICE	EVCAA	
<b>Authority – MSP Positions</b>	EVCAA		
<b>Authority - Represented Positions</b>	UC San Diego Human Resources Compensation Unit		

<b>LATERAL TRANSFER</b>	Current employee change to a new position in the same salary grade (within or between departments at UCSD/UC) - reasons same as for equity		
<b>LATERAL RECLASS</b>	Change in title in current employee's current position to a title in the same salary grade		
<b>Authority</b>	EVCAA		

**\* Equity increases may be granted for the following reasons:**

1. An internal inequity between two or more positions (same title code/payroll title);
2. Assignments of higher-level functions or other significant job duties not part of the employee's current job description that do not warrant reclassification to a higher salary grade (requires an updated job description);
3. Position-related certification that adds value to the position (requires a copy of the certification and must be required on job description);
4. External market factors as evidenced by a valid salary survey, recruitment and retention experience, etc. (must be validated by HR Compensation staff); and
5. Retention (requires a written job offer at the same or comparable level); and
6. Salary compression between a lead and/or supervisor and their employees.

**Notes:**

1. There is a 15% upper limit on the amount that may be approved by the Delegated Authority for an equity request.
2. Endorsement from EVCAA is required for any salary increase at 25% or above.
3. All actions that require EVC office approval should also obtain Dean's office approval first.