

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



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

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

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

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