

**DELEGATIONS OF AUTHORITY FOR SALARY-SETTING FOR
POLICY-COVERED 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 / DIVISION / SCHOOL UC San Diego Human Resources Compensation Division

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 / DIVISION / SCHOOL

EQUITY *	Salary increase for current employee (no change in position) to correct a salary inequity	
LATERAL RECLASS	Change in title in current employee's current position to a title in the same salary grade	
Authority – PSS Positions	DEAN'S OFFICE OR COMPARABLE DIVISION, SCHOOL, LARGE AREA	EVCAA
Authority – MSP Positions	EVCAA	

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
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);
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. The 15% figure is to be regarded as an upper limit in limited circumstances.
2. Approval from the AVC-Human Resources is required for ANY salary increase which exceeds 25% in a fiscal year.
3. UC San Diego Human Resources has authority to approve all equity increases for all represented (bargaining unit) staff. Refer to specific bargaining contracts regarding authority to approve and amounts allowed for salary increases.