SALARY PROGRAM CONTROL FIGURE AND EFFECTIVE DATE:

(1) The across-the-board control figure is 3%. No employee can receive more than a 3% increase.

(2) The effective date of the increase is 07/01/13 for monthly paid employees and 07/07/13 for biweekly paid employees. The increase will appear in the 08/01/13 monthly paycheck and in the 07/31/13 biweekly paycheck. No retroactivity will be required.

APPROVAL PROCESS:
The 3% across-the-board increase requires one-over-one (one level up) approval; therefore each VC HR Contact will need to send Caprece Speaks-Toler, Acting Compensation Director an email stating that their Vice Chancellor has approved all the eligible increases for their VC area by July 9th close of business at 4:30. The email should also include names of employees that were not approved by the Vice Chancellor.

All SMG increases will require approval from Crisella Caisip, Interim Senior Management Group Coordinator. Crisella will coordinate the one-over-one approval from the Chancellor for his direct reports. Crisella can be reached at (858) 534-7955 or ccaisip@ucsd.edu for guidance and for any questions.

ELIGIBILITY - (INCLUSIONS):

(3) To be eligible for the 3% across-the-board increase, non-represented employees (SMG, MSP and PSS) must have been hired on or before 01/02/13 into a career or contract position with an appointment at 50% or more for at least a year. The contract will be amended via the addendum process to reflect the new rate. Employees’ most recent performance rating must be satisfactory/solid or better.

Employees who transfer from another department or another UC location are eligible if they would otherwise qualify prior to transferring from their current department or other UC location.

Employees who received a salary increase during the past 12 months or year are eligible.

INELIGIBILITY - (EXCLUSIONS):

(4) The following employees are excluded and are not eligible for the 3% across-the-board increase:

(a) SMG Level 1 employees

(b) SMG Level 2 employees whose salaries are at or above the 75th percentile of their
Market Rate Zone (MRZ). Central HR will work with the campus Interim SMG Coordinator to determine if we have any ineligible SMG Level 2 employees

(c) Per diems, students, floaters and non-represented employees on limited or casual restricted appointments

(d) Non-represented employees hired after 01/02/13

(e) Probationary employees

COMMON ELIGIBILITY QUESTIONS:
(5) The following are common eligibility questions:

(a) Are employees who were exclusively represented on January 1st or prior to January 7th for biweekly paid employees and then became non-exclusively represented prior to July 1st or July 7th eligible for a merit review? Yes, if they would otherwise qualify.

(b) Are employees who transfer from another UC campus eligible for the 3% across-the-board increase? Yes, if they have successfully completed their probationary period at the other UC campus and are otherwise eligible.

(c) Does time worked in a limited appointment count toward the probationary period? Up to 1,000 hours on pay status (excluding overtime and on-call) in a limited appointment may be credited towards completion of the probationary period, if it is in the same position with the same supervisor immediately preceding the career appointment.

(d) Does time served in an academic appointment prior to being hired into a career staff appointment count toward the probationary period? Yes, if the appointment was at 50% or more for at least a year.

(e) Will the current salary range maximums for non-represented employees be increased by 3%? No.

(f) Are employees at the maximum or above the maximum of their salary range eligible for the increase? Yes.

(6) See PPSM 22 Probationary Period for more information on probationary requirements for policy covered career staff employees. Contact Employee Relations at (858) 534-4115 if you have questions regarding the probationary status of an employee.

BUDGETS:
(7) Budgets and the corresponding spending targets for each department are calculated based on the salaries of the eligible employees, not the permanent budget base. Employees who are not eligible for an increase but are included in Web Merit
must be deleted from Web Merit. The Campus Budget Office will coordinate the 3% increase funding for employees paid on Core funds who are eligible for the 3% increase. Departments are responsible for funding increases for employees who are not paid on Core funds. Employees with variable time appointments have been calculated into the spending target figures based upon the present appointment percentage of record. Contact Traci Carpenter in the Campus Budget Office at (858) 534-0502 if you have additional questions regarding the funding departments are to receive.

PERFORMANCE APPRAISALS:
(8) Performance appraisals should be completed within the twelve months preceding the processing of any general or merit salary increase. The performance appraisal is intended as a means of measuring and enhancing individual, team, and institutional performance; fostering professional development and career growth; aiding in the determination of merit increases; and meeting the internal and external demands for documentation of individual performance. The 3% across-the-board increase should align with the performance appraisal results. An individual whose performance rating is “Unsatisfactory” or “Needs Improvement” may not receive the 3% across-the-board increase.

Departments will need to send central Human Resources the names of employees whose performance rating is “Unsatisfactory” or “Needs Improvement” by the close of business on July 9th.

AMOUNT OF INCREASE:
(9) No increase may exceed 3%. An SMG Level 2 employee may receive less than 3% if the 3% across-the-board will take them over the 75th percentile of their MRZ.

WEB MERIT:
(10) We are using our local Web Merit system to process the 3% across-the-board increase. Web Merit is a web-based application which enables authorized users to recommend increases for eligible employees and/or enables central Human Resources to set the eligibility criteria to include and exclude employees based on a pre-set eligibility criteria. Since this salary program is not being processed as a merit increase, central HR will define and set the eligibility criteria in Web Merit. Therefore, there is no need to open up Web Merit to departments for entry of performance information. However, departments will need to provide central HR with the names of employees whose performance rating is “Unsatisfactory” or “Needs Improvement”. Central HR will delete these ineligible employees from the Web Merit roster prior to uploading the new rates into our Payroll Personnel System (PPS).

Web Merit Timeline:
Evening of July 9th: Web Merit will be loaded with PPS data (please note that the PPS freeze will begin July 9th at 4:30).
Morning of July 11th: Web Merit will be opened for final central HR review. HR will delete employees with unsatisfactory and/or needs improvement and any other exclusions from Web Merit.
Morning of July 17th: Web Merit is set to the “Final Ready” status by central HR.
Evening of July 18th: PPS update. UCOP will process transactions created from Web Merit in an EDB file maintenance. New rates appear in PPS.
Morning of July 19th (Friday): Central HR audits the PPS update and checks to ensure that the new rates were processed accurately in PPS.

DEPARTMENT ROSTERS:
(11) Department rosters will be mailed to your department by central HR between July 22nd and 24th. Your department roster is based upon the PPS upload into Web Merit. If an employee is missing from your roster, you may have a PPS coding problem. If an employee who is eligible for the 3% across-the-board increase is missing, you will need to process the increase manually. (Use PPS Action Code 04 and indicate in the comments section that the increase is being processed manually because the employee is missing from Web Merit.)

When you receive your department rosters and if you are not sure why an employee does or does not appear on your roster, consider the four questions that follow below. If you answer “yes” to each question, the employee should appear on your roster. Contact Liz Duenas, Records Analyst and Salary Program Coordinator in the central Human Resources Office at (858) 534-3847 or eduenas@ucsd.edu for assistance or questions.

(a) Is the employee coded as a career employee (type 2 and 7) or contract employee (type 1) in PPS?
(b) Is the employee’s Hire Date “01/02/13” or earlier in PPS?
(c) Does the employee have active REG distribution lines in effect 07/01/13 for monthly paid employees and 07/07/13 for biweekly paid employees or later in PPS?
(d) Is your department listed as the home department in PPS?

MISCELLANEOUS RELATED QUESTION:
(12) What order should a change in salary (across-the-board, equity, reclass, etc.) action take place when the effective dates are the same? The 3% across-the-board increase should be processed first before any other salary action that is effective on July 1st for monthly paid employees and July 7th for biweekly paid employees.

Eligibility and Web Merit questions may be directed to Caprice Speaks-Toler, Acting Compensation Director at (858) 534-4130 or via email at cspeaks@ucsd.edu. Please contact Courtney Morris for questions pertaining to staff employees in Health Sciences or at the Medical Center at (619) 471-0542 or via email at comorris@ucsd.edu.