

Vice Chancellor – Research
Staffing and Salary Guidelines for ORUs

October 2005

POLICY

These guidelines describe how reclassifications, equity increases, promotions and above-step hires, will be administered by the office of the Vice Chancellor – Research (VCR). They apply only to ORU staff with full or partial FTE support on 19900A funds. When ORUs enter a PPS change for staff with FTEs, please notify the VCR’s office by adding annag@ucsd.edu as a PAN reviewer.

When dealing with positions represented by collective bargaining units, please refer to the applicable contracts for final determination of the appropriate process.

These guidelines are intended to supplement the following policies:

<http://adminrecords.ucsd.edu/ppm/docs/380-3.pdf> Budget Administration of Staff Salaries

<http://adminrecords.ucsd.edu/ppm/docs/380-6.pdf> Budget Administration of the State Employee Benefits Program

TURNOVER / SALARY SAVINGS

Turnover savings is the term applied to savings resulting when a replacement is hired at a lower step in the range than the previous incumbent.

When a permanently budgeted staff position becomes vacant due to separation, retirement or transfer, a vacant staff provision will be established at either step 1 of step-based classifications or the 25th percentile of the grade for all non-step based titles. The difference between the vacated position and the new open provision will be drawn off from the ORU’s permanent sub-1 funds to the VCR’s Turnover pool. The ORU will be notified via a copy of the On-Line Transfer of Funds (OLTF). If a position is vacated below the 25th percentile of the salary grade range, an open provision will be established at the current funding level. When a vacated position is filled at a classification or salary lower than the provision level, the resulting downgrade savings will be drawn off on a permanent basis by the VCR’s office.

ORUs will retain current year savings resulting from vacated positions.

GENERAL NOTES

Virtually all Turnover Pool funds available to the VCR result from the draw-off of merit funds awarded to previous incumbents. These funds are used by the VCR during the following fiscal year to fund approved salary actions such as reclassifications, equities, and above-step hires. ORUs are required to share the cost of incremental salary actions in order to maintain solvency of the VCR’s central funding pool.

The balance remaining in the VCR’s Turnover Pool on June 30th each year will be evaluated to determine if any changes are necessary in subsequent years to preserve sufficient funds to cover activity.

ORU managers should consult with Assistant VCR (AVCR) Marianne Generales (4-4636) before initiating any staff action that may require the use of Turnover Pool funds. For questions about this policy, please contact Anna Gheissari (2-5321).

Per PPM 380-6, an additional 12% will be charged to an ORU to cover the cost of benefits on incremental salary changes for that portion of the increase for which the ORU is responsible.

RECLASSIFICATIONS

A reclassification is a change in a position's class title resulting from significant and permanent changes in job duties and responsibilities. Job description changes may result in a higher, lower or lateral classification change. Unless specifically re-delegated, the authority for reclasses resides with the AVCR.

Depending on the availability of funding, the AVCR may approve funding from the turnover pool of up to 8% of the current and permanent cost of upward reclassifications of filled positions. The ORU will have to fund any costs in excess of the funding provided by the AVCR.

Once the reclassification has been approved and funding issues have been resolved, ORU staff will update the Payroll/Personnel System (PPS) to implement the reclassification and VCR staff will prepare a Transfer of Funds and will notify the ORU staff via email copy.

EQUITY INCREASES

Equity Increases are out-of-cycle increases for non-probationary employees, which may be considered due to a variety of situations. Such situations include but are not limited to:

- Assignment of higher-level functions that do not warrant reclassification to a higher salary grade;
- Internal inequity between two or more positions;
- Position-related skill acquisition that represents more than normal job growth;
- External market factors influencing retention

Forms and guidelines for requesting Equity Increases may be found at the Academic Affairs Staff HR Website: <http://academicaffairs.ucsd.edu/staffhr/compensation/default.htm> Unless specifically re-delegated, the authority for equities resides with the AVCR.

Depending on the availability of funding, the AVCR may approve funding from the turnover pool of up to 8% of current and permanent costs of approved Equity Increases. The ORU will have to fund any costs in excess of the funding provided by the VCR

See UCSD Implementing Procedures 30/Salary for more information influencing retention for non-exclusively represented staff. The policy may be reviewed electronically at: <http://www-hr.ucsd.edu/~qwl/policies/pdf/sp30.pdf>

PROMOTIONS

Definition: A promotion is the movement of an employee from one established title code or salary grade to a higher one as a result of an appointment to a vacant position. Recruitment policies require vacancies to be advertised and filled competitively. Therefore, an ORU cannot fill a vacant position at a higher level by reassigning the position to an employee at a lower level without open recruitment or approval from Human Resources for a hiring exception. ORUs must be prepared to fund the salary differential or request funding from the VCR, as an exception.

ABOVE-STEP HIRES

An above-step hire is when an open provision is filled at a salary higher than the funding level of the open provision. In such instances, ORUs must be prepared to fund the salary differential or request funding from the VCR, as an exception.

STIPENDS

Administrative stipends may be paid to an employee when they are temporarily assigned the majority of responsibilities of a position allocated to a higher grade/classification. A higher grade/classification is defined as one having a higher salary range maximum. Stipends may also be approved for temporary projects/assignments which are of a higher level complexity, responsibility, and independence not normally expected at the current classification level. Assignment of temporary responsibilities at the same or lower level does not warrant a stipend. Permanent increases in responsibility are appropriately addressed through the reclassification or promotion processes, not via stipend. More information regarding Stipends can be found at the Human Resources website at <http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,12422,00.html>