LOCAL PPSM POLICY 30 COMPENSATION

<table>
<thead>
<tr>
<th>Responsible HR Units</th>
<th>Employment and Compensation</th>
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<tbody>
<tr>
<td>Responsible Office</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Issuance Date</td>
<td>TBD</td>
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<td>Effective Date:</td>
<td>TBD</td>
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<td>Scope</td>
<td>All staff members in the Managers &amp; Senior Professionals (MSP) and Professional &amp; Support Staff (PSS) personnel groups.</td>
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I. POLICY SUMMARY

This local policy provides information to supplement the Systemwide Personnel Policies for Staff Members (PPSM) regarding compensation, hours of work, and related components for employees in the Managers & Senior Professionals and Professional & Support Staff personnel groups.

II. DEFINITIONS

Refer to Systemwide PPSM 30 Compensation.

III. REFERENCES

Refer to Systemwide PPSM 30 Compensation in conjunction with LPPSM 30.

IV. POLICY TEXT

A. Individual Salary Actions for Career, Partial-Year Career, Contract, and Limited Appointment Staff Employees
   a. The local approval authority for individual salary actions is contained in the Appendix for LPSSM 30 (Compensation).

B. Individual Salary Actions for Casual-Restricted Positions
   a. Individual salary actions within policy may be approved by the Department Head or designee.

C. Responsibility
   a. Department Heads
      i. Review and submit requests in accordance with the internal routing and review procedures through the Divisional Control Points.
b. **Divisional Control Points**
   
i. Ensure that the organization’s internal routing and review procedures are communicated within the division;

ii. Submit requests requiring Human Resources review and recommendation/approval; and/or

iii. Divisional Control Points may establish one or more designated contacts for purposes of forwarding requests related to salary adjustments and dual employment to Human Resources. The designated contact shall be responsible for ensuring that the appropriate approvals are obtained from the Control Point prior to submission to Human Resources.


c. **Human Resources is responsible for:**

i. Providing recommendations/approvals for actions submitted under PPSM 30 and LPPSM 30 Compensation.

**III. REVISION HISTORY**

The following documents are rescinded in conjunction with the issuance of this local policy.

- Delegation of Authority (Retention and Recruitment of Programmer/Analysts and Computer Resource Managers), dated June 13, 1996
- LPPSM 32 Overtime