
[DLIST-L] Salary Program Guidelines for Policy-Covered (Non-Represented) Staff (FY 2023-24): On behalf of Ann Marie Musto

1 message

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To: dlist-l@listserv.ucsb.edu

Fri, May 5, 2023 at 7:31 AM

Deans, Department Heads, Business Officers, Administrative Assistants:

The memo below is being sent to the dlist-l listserv. Thank you for serving as one of the representatives for your department to receive this memo. Please distribute this message to colleagues in your department.

Thank you

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May 5, 2023

TO: Campus Community

FR: Ann Marie Musto, Associate Vice Chancellor and Chief Human Resources Officer

RE: Salary Program Guidelines for Policy-Covered (Non-Represented) Staff (FY 2023-24)

The following guidelines are intended to assist with the implementation of the salary program for policy-covered (non-represented) career PSS and MSP staff.

Salary Program

The University of California authorizes a 4.6 percent general salary increase for eligible policy-covered (non-represented) career PSS and MSP staff. Per President Drake, "this salary program is contingent upon the 5 percent allocation currently in the State budget and is subject to change."

Eligibility

Policy-covered (non-represented) career PSS and MSP staff are eligible to participate in the salary program if:

- Appointed to a career position on or before January 3, 2023; and
- On pay status or approved leave on July 1, 2023 for monthly paid, or June 25, 2023 for bi-weekly paid employees.

- Transfers from another UC location are eligible assuming no break in service and the above eligibility criteria is met.

Excluded from the salary program

- Policy-covered (non-represented) PSS and MSP staff in limited, contract, or per diem appointments.
- Student employees in casual-restricted appointments.
- Employees covered under collective bargaining agreements.

Additional Considerations

The eligibility criteria set forth the minimum requirements for a general salary increase, however, additional factors may apply, including employees with a recent performance rating of *less than successful* may be excluded in consultation with Human Resources/Employee and Labor Relations.

Effective Dates

- July 1, 2023 for monthly paid staff.
- June 25, 2023 for biweekly paid staff.

Funding

The department is responsible for covering the general salary increase for:

- non-core funded positions;
- limited and contract appointments that require pay adjustments to bring the pay rate up to the new minimum of the range; and
- career appointments ineligible for the general salary increase but require a pay adjustment to bring the pay rate up to the new minimum of the range.

The fund source(s) used for the salary increase should be the same fund source(s) from which the employee is paid. No funding will be available for range adjustments associated with current open positions. Specific questions concerning funding for the salary program should be directed to Ambar Campos, Budget & Planning, acampos@ucsb.edu.

Implementation in UCPATH

Human Resources will centrally coordinate the salary increase program with the UCPATH Center. Specific administrative instructions including timelines will be communicated separately as soon as available.

Web Resources

Salary program communications, guidelines, FAQs, and the range structure and related changes can be found on the [HR/Compensation website](#).

Contacts

Questions regarding the salary increase program should be submitted via [HR Service Now](#) to Compensation & Classification>General Questions.

