**2021 UCSB Salary Increase Program FAQs rev 6/9/21**

***Policy-Covered (Non-Represented) Employees***

**Eligibility:**

1. **If an employee is on leave, are they eligible to receive the 3% increase?**

If the employee is on an approved *unpaid* leave and was appointed to a career position on or before January 4, 2021, they are eligible to start receiving the 3% increase effective upon their return to pay status. The increase will automatically be added to their UCPath appointment. Departments don’t need to do anything manually in the system.

1. **If an employee is appointed to a career position from a limited or contract appointment position after the established eligibility date of 1/4/21, are they eligible for the 3% increase?**

No. An employee has to be in a career position on or before the eligibility date to be eligible to receive the 3% increase. There are no exceptions to this rule.

1. **If an employee has already received increases equal to 25% or more for the fiscal year, will they be eligible to receive the 3% increase?**

Yes. The annual 25% limit on all salary increases no longer exists in PPSM policy.

1. **If an employee recently received an increase from a promotion, equity, or reclass, are they eligible to receive the 3% increase as well?**

Yes, so long as they meet the eligibility criteria.

1. **For employees who were hired by January 4 but are still on probation, are they eligible to receive the 3% increase?**

Yes. However, if they are still on probation on the effective date of the increase due to performance related issues, please consult with your Control Point and HR/Employee and Labor Relations regarding the possibility of excluding them from the salary increase program.

1. **Are members of the Senior Management Group eligible to receive the 3% increase?**

Increases for SMG employees will be administered through the Systemwide Executive Compensation Group at UCOP in collaboration with our Chancellor’s Office.

1. **Are contract appointment employees eligible to receive the 3% increase through the general salary increase program?**

No. The general salary increase program only applies to career and partial-year career policy-covered (non-represented) employees.

1. **If an employee has already given notice that they will be leaving the University, do we have to give them the 3% salary increase?**

Employee’s leaving the University are eligible to receive the 3% increase so long as they are still on pay status on the effective date of the salary increase.

1. **If an employee from another UC campus transferred to UCSB after January 4, 2021, would they be eligible to receive the 3% increase?**

Yes, so long as the employee meets the eligibility criteria and had no break in service prior to coming to UCSB.

1. **If an employee was in a career position on 1/4/21, then left UC for awhile but returned prior to the increase program effective date, are they eligible to receive the 3% general increase?**

No. Any employee who has a break in service between the eligibility cut-off date and the effective date of the increase is not eligible.

1. **If a career employee was in a represented title on January 4th but later promoted to a policy covered (non-represented) title are they eligible to receive the 3% increase?**

Yes, so long as they meet the eligibility criteria.

**Employees in Accreted Titles:**

1. **Are employees who were formerly policy-covered (non-represented) but now, through an accretion process, covered by a collective bargaining unit eligible to receive the 3% general salary increase?**

Not unless they have supervisory or confidential Employee Relations codes which places them into an uncovered (non-represented) category.

1. **Will the employees in accreted titles be eligible to receive the scheduled increases from their collective bargaining units?**

Yes for the accreted CX title (Administrative Officer 2) and No for the accreted TX titles (Systems Administrator 2 and 3). Wage increases for the accreted TX titles are currently under negotiation. For more information about the accretion bargaining, please [contact UPTE.](http://www.upte.org/)

**Performance Evaluations:**

1. **What happens if a department has not completed a performance evaluation for their employee(s) yet they wish to exclude them from the 3% increase due to poor performance?**

PPSM 23, Performance Management, stipulates that every policy covered staff member should be appraised at least annually in writing by the employee’s immediate supervisor. The exclusion of an employee from the salary increase program requires completion of a performance evaluation. If no performance evaluation was completed, the department is considered out of compliance and the 3% salary increase will be applied.

1. **If an employee received less than the equivalent of a satisfactory performance rating, should they be excluded from the salary increase program?**

Yes, but only in consultation with your Control Point and HR/Employee and Labor Relations.

**Funding:**

1. **What is the expectation for employees funded by grants or other restricted fund sources? Will they receive the 3% increase even though no funding is provided to cover those increases?**

Employees are eligible to receive the salary increase regardless of fund source.

**Changes to Comp Rate or Job Code in UCPath (reclasses, equities, promotions):**

1. **What do I do if I already processed a job code or comp rate change in UCPath that is effective on or after the salary increase program effective date for an eligible employee?**

You will need to re-enter the action AFTER the salary increase program uploads to UCPath because the program will cancel out that action.

1. **What do I do if I need to process a job code or comp rate change in UCPath that is effective before the salary increase program effective date for an eligible employee?**

Please enter the action by 6/7/21. If you miss this deadline, then wait until after the UCPath freeze has been lifted and follow the instructions on the HR website for processing retroactive actions.

**Temporary Stipends:**

1. **How do I handle an employee with a temporary stipend?**

The salary increase program is only applied to the permanent base pay rate for each eligible employee. It is not applied to the temporary stipend rate. If a department wishes to adjust the stipend rate to reflect the general salary increase (this is not required), they will need to submit a request via OACIS to update the stipend action.

**Salary Ranges:**

1. **Will we receive funds for those employees who are not eligible for the salary increase, but whose salaries need to be brought up to the new range minimum?**

No. Departments are responsible for covering this cost.

1. **Will the Career Tracks salary ranges be adjusted this year?**Yes. The ranges have been adjusted by an average of 2%, effective June 27, 2021 (BW) and July 1, 2021 (MO). Due to rounding issues, the increases at the minimum, midpoint and maximum vary but average out to 2% overall.
2. **If an eligible employee’s salary is at or near the current salary range maximum, will they still receive the 3% salary increase?**

They will receive whatever amount is necessary to bring them to the new salary range max, up to a maximum of 3%.

**Other:**

1. **What happens if more than one salary increase action takes place on the same effective date as the 3% salary increase?**
Per Personnel Policy for Staff Members (PPSM) 30 Compensation, B.3.5, if more than one salary adjustment takes place on the same date, actions occur in the following order:
	1. Systemwide Salary Program action resulting from a general increase (e.g. across-the-board increase);
	2. Merit increase;
	3. Individual salary action resulting from promotion, reclassification, lateral transfer, demotion, or equity increase;
	4. Salary grade range adjustment; and
	5. Salary adjustments as a result of falling below the new minimum of the salary range