

**2022-23 UCSB Salary Increase Program FAQs**  
**Policy-Covered (Non-Represented) Employees**

**Eligibility:**

- 1. If an employee is on leave, are they eligible to receive the 4.5% increase?**  
If the employee is on an approved *unpaid* leave and was appointed to a career position on or before January 3, 2022, they are eligible to start receiving the 4.5% 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.
- 2. If an employee is appointed to a career position from a limited or contract appointment position after the established eligibility date of 1/3/22, are they eligible for the 4.5% increase?**  
No. An employee has to be in a career position on or before the eligibility date to be eligible to receive the 4.5% increase. There are no exceptions to this rule.
- 3. If an employee has already received increases equal to 25% or more for the fiscal year, will they be eligible to receive the 4.5% increase?**  
Yes. The annual 25% limit on all salary increases in a fiscal year no longer exists in PPSM policy.
- 4. If an employee recently received an increase from a promotion, equity, or reclass, are they eligible to receive the 4.5% increase as well?**  
Yes, so long as they meet the eligibility criteria.
- 5. For employees who were hired by 1/3/22 but are still on probation, are they eligible to receive the 4.5% increase?**  
Most likely 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.
- 6. Are members of the Senior Management Group eligible to receive the 4.5% increase?**  
Increases for SMG employees will be administered through the Systemwide Executive Compensation Group at UCOP in collaboration with our Chancellor's Office.
- 7. Are contract appointment employees eligible to receive the 4.5% 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.
- 8. If an employee has already given notice that they will be leaving the University, do we have to give them the 4.5% salary increase?**  
Employee's leaving the University are eligible to receive the 4.5% increase so long as they are still on pay status on the effective date of the salary increase.
- 9. If an employee from another UC campus transferred to UCSB after 1/3/22, would they be eligible to receive the 4.5% increase?**  
Yes, so long as the employee meets the eligibility criteria and had no break in service prior to coming to UCSB.

**10. If an employee was in a career position on 1/3/22, then left UC for awhile but returned prior to the increase program effective date, are they eligible to receive the 4.5% 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.

**11. If a career employee was in a represented title on 1/3/22 but later promoted to a policy-covered (non-represented) title, are they eligible to receive the 4.5% increase?**

Yes, so long as they were in a career position on 1/3/22 and meet the eligibility criteria.

#### **Employees in Accreted Titles or Titles Part of a Unit Modification:**

**12. 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 4.5% general salary increase?**

No.

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

It depends on the respective collective bargaining agreement and the status of accretion bargaining for each accreted title.

**14. If an employee is in a title that is the subject of a unit modification petition, will they be eligible to receive the 4.5% general salary increase?**

Yes, so long as the petition is still pending approval by PERB. If PERB approves the petition prior to the effective date of the salary increase program, then the employees in the affected titles will no longer be eligible for the general salary increase.

#### **Performance Evaluations:**

**15. What happens if a department has not completed a performance evaluation for their employee(s) yet they wish to exclude them from the 4.5% 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 4.5% salary increase will be applied.

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

Ideally yes, but only after proper consultation with and approval from the divisional Control Point and HR/Employee and Labor Relations.

*\*The term "successful" is the new version of "satisfactory" in ePerformance.*

#### **Funding:**

**17. What is the expectation for employees funded by grants or other restricted fund sources? Will they receive the 4.5% 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):**

**18. 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.

**19. 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 no later than 6/13/22. If you miss this deadline, wait until after the UCPATH freeze has been lifted and follow the instructions on the HR website for processing retroactive actions.

**Temporary Stipends:**

**20. 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 amount. While it is not required or necessary, if a department wishes to adjust the stipend amount based on the increased base pay rate, they should consult with their divisional control points (or other delegate) for approval. It is not necessary to go through HR for approval unless you're proposing to change the original stipend %.

**Salary Ranges:**

**21. 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.

**22. Will the Career Tracks salary ranges be adjusted this year?**

Yes. The ranges have been significantly adjusted to reflect narrower range widths and increases in cost of labor. The midpoints were increased by approximately 7.8% and most grades were narrowed, increasing the minimums and decreasing the maximums of the range. The final Career Tracks salary grade structure for FY 2022-23 and other information related to the Career Tracks grade structure can be found on the [HR/Compensation website](#).

**23. If an eligible employee's salary is at or near the salary range maximum, will they still receive the 4.5% salary increase?**

If an employee is at or over the new maximum of range, they will not receive the base-building general increase. If they are close to the new maximum, they will receive

whatever amount is necessary to bring them to the new salary range maximum, up to 4.5%.

**Other:**

**24. What happens if more than one salary increase action takes place on the same effective date as the 4.5% 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