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Thank you

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June 5, 2024

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 2024-25)

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 4.2 percent general salary increase for eligible policy-covered (non-represented) career PSS and MSP staff. In his letter to the Chancellors, President Drake wrote, "Please note, this salary program is contingent on the outcome of the state budget allocation. In the event current budget expectations are significantly altered, I will provide an updated announcement at that time."

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, 2024; and
- On pay status or approved leave on July 1, 2024 for monthly paid, or June 23, 2024 for bi-weekly paid employees.
- Transferring from another UC location 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, 2024 for monthly paid staff.
- June 23, 2024 for biweekly paid staff.

Salary Ranges

The Career Tracks salary grade ranges will be adjusted by 3.5%, in accordance with the salary program effective dates. The new Career Tracks salary grade structure for FY 2024-25 is posted on the [HR/Compensation website](#).

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 implementation 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 CT range structure will be posted soon on the [HR/Compensation website](#).

Contacts

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

**Policy-covered (non-represented) career staff includes individuals whose career appointment is in the Professional and Support Staff (PSS) personnel program and the Managers and Senior Professionals (MSP) personnel program. Eligibility of SMG members are subject to applicable SMG policies and guidelines.*