

Deans, Department Heads, Business Officers, Administrative Assistants:

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Thank you

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May 27, 2022

TO: Campus Community

FR: Lisa Romero, Interim Director, Human Resources

RE: Salary Program Guidelines for Policy-Covered (Non-Represented) Staff (FY 2022-23)

The following guidelines are intended to assist with the implementation of the salary program for policy-covered (non-represented) career PSS and MSP staff¹.

Salary Program

The University of California authorizes a 4.5 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, 2022; and
- On pay status or approved leave on July 1, 2022 for monthly paid, or June 26, 2022 for biweekly 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 are:

- 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, 2022 for monthly paid staff.

- June 26, 2022 for biweekly paid staff.

Salary Ranges

Effective July 1, 2022, the Career Tracks salary grade structure will be adjusted significantly to reflect narrower range widths and increases in cost of labor. The new Career Tracks salary grade structure for FY 2022-23 and other information related to the Career Tracks grade structure changes can be found 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 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 program should be submitted via [HR Service Now](#) to Compensation & Classification>General Questions.

^[1] 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.