

# MEMORANDUM

Campus Human Resources



## PLEASE POST

October 10, 2002

### DEANS, DIRECTORS, DEPARTMENT CHAIRS AND ADMINISTRATIVE OFFICERS

**Re: Guidelines for Staff Salary Increases for Fiscal Year 2002-03**

We are writing to let you know that the Staff Salary Plan for Fiscal Year 2002-03 has been finalized for implementation effective October 1, 2002. Guidelines for implementing staff salary increases for non-exclusively represented employees are summarized below. Salary increases for exclusively represented employees will be made in accordance with existing collective bargaining agreements and/or meeting and conferring as required under the Higher Education Employer-Employee Relations Act (HEERA).

### SALARY STRUCTURE ADJUSTMENTS

Consistent with University-wide actions, the salary ranges for employees in the following open range salary structures will be adjusted by 1.5% effective October 1, 2002:

- Professional and Support Staff (PSS) and Management and Senior Professionals (MSP) (Attachment A)
- Non-Represented PSS A through D salary ranges (Attachment B)
- Information Technology Professionals (Attachment C)
- Program Representative Series (Attachment D)

The salary steps for the Police Sergeant classification (Title Code 5313) will also be adjusted by 1.5% effective October 1, 2002.

### SALARY INCREASES FOR STAFF IN MERIT-BASED PAY PLANS

The fund pool for merit increases is approximately 1.5%, effective October 1, 2002 for employees on a monthly pay schedule and September 29, 2002 for employees on a biweekly pay schedule. Employees on payroll prior to April 1, 2002 are eligible to receive this salary increase.

In view of the limited funding available this year, all eligible employees will receive a 1.5% salary increase if they have a performance rating of "satisfactory" or above. **There will be no merit rosters** this year. Departments will be asked to notify Campus Human Resources or Healthcare Human Resources of those not receiving an increase. Additional information and instructions regarding this process will be forthcoming under separate cover. Any questions regarding this process should be directed to Lazetta Smith in Campus Human Resources at 794-0977 or Janine Vaughn in Healthcare Human Resources at 794-0301.

For MSP Grades VII, VIII and IX, any salary actions at or above \$168,000 require prior review by Campus Human Resources and approval by the Office of the President and The Regents. For consistency with senior management salary actions, increases should result in annual salaries that are multiples of \$100. Items requiring such action need to be submitted to the Assistant Vice Chancellor, Campus Human Resources, by October 18, 2002.

All salaries (after all increases) are to be within a range. No increase is to result in the final salary exceeding the range maximum and no salary is to fall below the minimum.

The total salary increase (including merit, promotional increases or equity adjustments) during Fiscal Year 2002-03 may not exceed 25% of the individual's salary prior to July 1, 2002, unless the Assistant Vice Chancellor, Campus Human Resources approves an exception. A promotional increase may be awarded either as a result of movement from an existing position to another position with a higher salary grade or assignment of a higher salary grade to the position held by the individual.

### **PERFORMANCE APPRAISALS**

Performance appraisals should be completed within twelve months preceding the processing of a merit increase. The performance appraisal is intended as a means of measuring and enhancing individual, team, and institutional performance, fostering professional development and career growth, aiding in the determination of merit increases, and meeting the internal and external demands for documentation of individual performance.

### **STAFF ACHIEVEMENT AWARD PROGRAM**

Guidelines for administering the Staff Achievement Award Program were issued on May 28, 2002, and continue to be applicable during Fiscal Year 2002-03. These guidelines are available on the Campus Human Resources web page at [www.chr.ucla.edu](http://www.chr.ucla.edu). Award Program information specific to Healthcare employees will be provided in separate communications from Healthcare Human Resources.

Please direct any questions you may have on the above information to Campus Human Resources Compensation at 40880 or Healthcare Human Resources Compensation at 40550.

Sincerely,



Lubbe Levin  
Assistant Vice Chancellor  
Campus Human Resources



Mark Speare  
Senior Associate Director  
Healthcare Human Resources

Attachments (3)

cc: Compensation Manager Ron Hull  
Healthcare Compensation Manager Maure Gardner  
Personnel Services Coordinator Lazetta Smith