A. DEFINITION

The Health Sciences Salary Scales (HSSS) reflect covered compensation under the University of California Retirement Plan (UCRP). A Scale is to be chosen for each Academic Programmatic Unit (APU). Refer to the APU Guidelines (3.10) for further explanation.

B. GUIDELINES

1. Each APU is to determine a long term goal for retirement coverage by choosing the appropriate Salary Scale and developing a time table within these guidelines for reaching that Scale.
2. Retirement coverage can be increased by advancing one Salary Scale per year to the maximum of Scale 9.
3. An APU may change Scale once a fiscal year. The request is to be made in May, with the supporting budget, to be effective July 1.
4. The department or Dean may assign an APU to a lower scale for financial reasons.
5. There is a cost to the APU for retirement coverage for Scale 4 through 9. A leave accrual cost is also applied to the Health Sciences Base Salary Scale Differential (X prime).

C. PROCESS FOR SUBMISSION OF SCALES

1. The Department Chair must consult with the faculty before requesting a scale.
2. Each APU must demonstrate financial solvency for the Scale chosen through submission of an annual budget to the Department Chair and the Dean.
3. The APU/Department may establish a time table for reaching the desired Salary Scale. This may be modified annually when the budget is submitted.
4. The requested Scale is to be submitted to the Dean’s Office in May, for the following fiscal year, on the Academic Programmatic Unit Profile form. It must be approved by the APU Director, if applicable, and the Department Chair.
5. Salary Scales must be approved by the Dean before they go into effect.

D. ON-LINE PROCESS

1. The first appointment line would include the full covered compensation (annual base salary) which is the approved Scale for each APU/faculty member.
   a. The appointment line would include the covered salary for the rank, step and scale of the faculty.
   b. The distributions would reflect the fiscal year base salary (REG), the HS1 through HS3, and the HS4 through HS9 (HSSS Differential) as appropriate. Each of these description of service (DOS) codes will reflect the percentage of time indicated by the appointment.
   c. The Base salary (DOS code REG) would be stated first with the corresponding appointment percentage of time equal to the appointment percent. The salary for the REG is equivalent to Scale 0 or the Fiscal Year Base Salary.
   d. The second line would be the covered compensation up to Scale 3 using DOS code HS1 through HS3, corresponding to the scale. This would
include the salary increment above Scale 0 up to the approved scale, not to exceed Scale 3. Refer to the salary scales for Health Sciences Compensation Plan faculty. The percentage on the HS1 through HS3 is equivalent to the percentage on the appointment.

e. Scale 4 through 9 (HS4 through HS9) will be shown on a separate distribution line indicating the approved Scale above Scale 3. Multiple funding sources can be used up to 1.0000, or corresponding to the faculty member’s percentage of appointment. The benefit cost associated with this component of the salary is adjusted annually by the UC Retirement System. Reference the Benefit Reserve Guidelines.

f. The distribution lines, when annualized, must equal the salary reflected in the appointment.

g. This appointment and corresponding distributions are in suspense and will all have future end dates.

2. Additional appointments will be added to the data base to add current pay lines under the codes established to meet NIH guidelines. The Compensation Worksheet should be completed first to provide the appropriate split between DOS codes to insure accuracy of retirement calculations.

E. DOS CODES

REG = Academic rank and step (equivalent to Scale 0)
RBC and CRR = NIH equivalent codes

HS1 through HS3 = Health Sciences Salary Scale 1 through 3. Covered compensation for UCRP. No additional retirement contribution is required.
HDC and CRC = NIH equivalent codes

HS4 through HS9 = Increment of salary above Scale 3, up to the approved APU scale. There is a cost associated with this component of the salary for retirement benefits.
HDD and CRD = NIH equivalent codes