

UNIVERSITY OF CALIFORNIA, IRVINE		PAGE	OF	CATEGORY
SCHOOL OF MEDICINE DEAN'S OFFICE		1	2	COMPENSATION
HUMAN RESOURCES		PREPARED BY		Payroll/Personnel
GUIDELINES/PROCEDURES		Doreen Martin		Manager
		APPROVED		Human Resources
		Michelle Quint		Director
NUMBER	SUBJECT	ISSUANCE DATE	EFFECTIVE DATE	
408	Salary Offer Guidelines	1/6/2014	1/6/2014	

SUPERSEDES

None

PURPOSE

To provide a procedure for internal review and approval of proposed salary offers for School of Medicine career staff in accordance with applicable guidelines

OVERVIEW

An individual salary shall be within the salary range that is assigned to the position based on the position's duties and responsibilities. Any salary increases should be made in consult with Human Resources and should take into account all relative factors, including previous salary, qualifications, and equity within current employees. However, a submission of a salary offer request for exceptional approval is not a guarantee of an increase, and no promises should be made to an employee until the request is reviewed and a decision is rendered.

PROCEDURES

All job offer letters must be submitted to somhr@uci.edu for approval prior to issuance to the candidate

1. Lateral Transfers, Promotions and Upward Reclassification:

A. Internal Employees

1. Lateral transfers: Under normal circumstances, there is no change in salary for a lateral transfer or reclassification to a class within the same salary range;
2. Promotional Increases: Movement of an employee to a different position with a title in a salary range having a higher range maximum than the title of the position previously occupied by the employee;
 - **Division or Department-Head Authority**
 - o For Step Titles - 1 (one) step increase
3. Open Ranges: Defined by minimum, mid-point, and maximum salaries. Open Ranges do not have steps; progress through a salary range is based primarily on individual merit; hence, Open Ranges are assigned to grades with corresponding salary ranges.
 - **Division or Department-Head Authority**
 - o 5-8% increase
 - Any salary offers made above department authority require exceptional approval.
 - o Up to 15% - Associate Dean*
 - o Up to 24.5% - Dean*

- Over 25% - Chancellor*

* *Approval for any other salary actions outside the parameters of the Personnel Procedures for UCI Staff Members will remain with the Chancellor. This includes exceeding the total annual increase limitation of 24.4 percent of an employee's base salary. ([IDA 513](#))*

B. Appointment for External Candidates

- Division or Department-Head Authority

- The Division or Department Head (or designated hiring authority) may offer or appoint from the minimum up to the 25th percentile of the range. Any offers made above the 25th percentile of the range should be reviewed by School of Medicine Human Resources;

- Dean's Office Authority

- Appointment rates above the midpoint of the assigned Professional and Support Staff salary range require approval by Associate Dean;
- Appointment rates above the midpoint of the assigned Managers and Senior Professionals salary range require approval by the Dean;

- Required Supporting Documentation

- Documentation of the candidate's directly-related job experience and education;
- Documented salary history related to the position (paycheck stubs, etc.)
- Market factors related to recruitment and retention issues; and
- Exceptional market conditions for the position.

APPLICABILITY

All actions applicable to this procedure are applied to all staff employees who are not represented by unions. For represented employees, each bargaining unit may have terms and conditions specific to that bargaining unit, and the terms and conditions of the contract would apply. Salaries for certain represented titles (e.g. nurses and dieticians) are specific to related experiences as noted in the relevant union contract. The department does not have the flexibility to negotiate these salaries set forth in the agreement.

SUBMISSION

Once approved by the Chief Administrative Officer of the department, submit the request and all supporting documents to the School of Medicine Dean's Office at somhr@uci.edu for review and approval.

POLICIES AND PROCEDURES REFERENCES

[University of California, Personnel Policies for Staff Members, PPSM-30: Salary](#)

[UCI Local Procedures – Procedure 30: Salary](#)

[Irvine Delegations of Authority \(IDA\) 513 Personnel: Staff – 30 & 34: Chancellor Redefinition of Authority](#)

[Irvine Delegations of Authority \(IDA\) 535 Personnel: Staff – 30 & 34: SOM Dean Redefinition of Authority](#)