

# APPROVAL AUTHORITY MATRIX FOR MSP ADMINISTRATORS

Approval Authority	MSP Administrators <sup>1</sup>			
	Campus: Direct Report to the Chancellor/LBNL Director	UCOP: Direct Report to the President	Campus: Other than Direct Report to the Chancellor/LBNL Director	UCOP: Other than Direct Report to the President
<b>TCC is greater than \$304,000</b>				
Actions within policy	President	Regents	Chancellor/ LBNL Director	President
Actions outside policy <sup>2</sup>	Regents	Regents	President	Regents
<b>TCC is \$304,000 or less (Approval is a matter of local authority)</b>				

**Indexed Compensation Level (ICL): \$304,000 (effective September 1, 2016)**

**Reporting Threshold for the Compensation Reports: Above \$304,000 (effective September 1, 2016)**

**Reporting Requirement:** All Officers of the University<sup>3</sup> regardless of total cash compensation and all administrators who are in the Management and Senior Professional (MSP) personnel program whose total compensation exceeds the reporting threshold, currently \$304,000, will be reported in the Annual Report on Executive Compensation (AREC) if they meet the reporting criteria. The reporting criteria for the AREC remains unchanged.

**Officers of the University:** For non-SMG Officers of the University, the President must approve all compensation and appointment actions except for increases received as a part of a systemwide salary program, which may be approved by the Chancellor, Laboratory Director, or Executive Vice President – Business Operations, as applicable.

**Total Cash Compensation (TCC):** Total Cash Compensation for determining appropriate approval level is calculated based on a 12-month period. The chart below provides a list of compensation components that are used in determining the TCC for ICL purposes.

Compensation Components Used to Calculate TCC	Compensation Components <u>NOT</u> Used to Calculate TCC
Annualized Base Salary <sup>4</sup>	Reimbursement for Moving Expenses
Annualized Stipend Amount	House-Hunting Trips
Potential Incentive Award at the Target Rate	Temporary Housing Reimbursement
Other Health Science Compensation Program Pay	Payment in Lieu of Sabbatical Leave
Recognition Award	Eligibility to Participate in the UC Home Loan Program(s) <sup>6</sup>
Relocation Allowance <sup>5</sup>	Standard Benefits
Other Cash Payments/Compensation	Other Benefits and Perquisites
Educational Expense Reimbursements/Allowances	

**Retroactive Actions:**

**Retroactive actions** are exceptions to policy. An action is retroactive if it is approved more than 45 days following the effective date of the action. For example, an action that is effective June 1 would not be retroactive if approved on July 15, but would be retroactive if approved on July 16.

<sup>1</sup>This applies to Staff and Administrative employees whose positions have been slotted in the MSP salary range structure and who are not exclusively subject to the provisions of the Academic Personnel Manual. For Athletic Directors, Coaches, and Other Athletic Positions, refer to separate approval authority matrix.

<sup>2</sup>Anything not expressly authorized by policy is an exception to policy.

<sup>3</sup>Officers of the University are identified in Standing Order 100.1(a).

<sup>4</sup>If an employee has a UC appointment at less than 100 percent time with no other appointments at UC, the actual appointment percentage will be used to calculate the base salary and not the “full time equivalent” (100 percent time).

<sup>5</sup>Report the amount scheduled to be paid in the year in which the action is proposed. Do not include the full amount if paid in installments over time.

<sup>6</sup>Eligible participants of the UC Home Loan Program consist of faculty members and SMGs. Because it is an exception to policy to offer this element of compensation to someone who is neither SMG nor faculty, it will require further review and approval.