

## UCSF Approval Authority Matrix

### MSP<sup>1</sup> Executive Compensation Group Compensation Actions

MSP Actions <sup>1</sup>	Direct Report to Chancellor	Other than Direct Report to Chancellor
<b>MSP ECG Action: TCC is <u>equal to or greater than</u> \$310,000</b>		
Actions within policy	<ul style="list-style-type: none"> <li>• UCSF Compensation Committee (endorsement)</li> <li>• <b>UC President (approval)</b></li> </ul>	<ul style="list-style-type: none"> <li>• UCSF Compensation Committee (endorsement)</li> <li>• <b>UCSF Chancellor (approval)</b></li> </ul>
Actions outside policy <sup>2</sup>	<ul style="list-style-type: none"> <li>• UCSF Compensation Committee (endorsement)</li> <li>• UC President (endorsement)</li> <li>• <b>UC Regents (approval)</b></li> </ul>	<ul style="list-style-type: none"> <li>• UCSF Compensation Committee (endorsement)</li> <li>• UCSF Chancellor (endorsement)</li> <li>• <b>UC President (approval)</b></li> </ul>
<b>MSP ECG Action: TCC is <u>less than</u> \$310,000</b>		
Actions within policy	<ul style="list-style-type: none"> <li>• UCSF HR Compensation Units (endorsement)</li> <li>• <b>UCSF Compensation Committee (approval)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>UCSF HR Compensation Units (approval)</b> <ul style="list-style-type: none"> <li>– With reporting to the HR Executive Compensation Unit for quarterly reporting to the UCSF Compensation Committee</li> </ul> </li> </ul>
Actions outside policy <sup>2</sup>	<ul style="list-style-type: none"> <li>• UCSF HR Compensation Units (endorsement)</li> <li>• <b>UCSF Compensation Committee (approval)</b></li> </ul>	<ul style="list-style-type: none"> <li>• UCSF HR Compensation Units (endorsement)</li> <li>• UCSF Compensation Committee (endorsement)</li> <li>• <b>UCSF Chancellor (approval)</b></li> </ul>
Assistant/Associate Vice Chancellor OR Vice Dean (staff only) Working Title Usage	<ul style="list-style-type: none"> <li>• UCSF HR Compensation Units (endorsement)</li> <li>• <b>UCSF Compensation Committee (approval)</b></li> </ul>	<ul style="list-style-type: none"> <li>• UCSF HR Compensation Units (endorsement)</li> <li>• <b>UCSF Compensation Committee (approval)</b></li> </ul>

- **Indexed Compensation Level (ICL):** \$310,000 (effective September 1, 2017)
- **Reporting Threshold for the Compensation Reports:** Above \$310,000 (effective September 1, 2017). All Officers of the University<sup>3</sup> (SMG) regardless of TCC and all MSP personnel whose TCC exceeds the reporting threshold, currently \$310,000, will be reported in the Office of the President Annual Report on Executive Compensation (AREC; systemwide report) if reporting criteria is met. Local AREC preparation is coordinated in the UCSF HR Executive Compensation Unit.
- **Total Cash Compensation (TCC):** TCC 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
<ul style="list-style-type: none"> <li>✓ Annualized Base Salary<sup>4</sup></li> <li>✓ Annualized Stipend Amount</li> <li>✓ Potential Incentive Award at the Target Rate</li> <li>✓ Other Health Science Compensation Program Pay</li> <li>✓ Recognition Award</li> <li>✓ Relocation Allowance<sup>5</sup></li> <li>✓ Other Cash Payments/Compensation</li> <li>✓ Educational Expense Reimbursements/Allowances</li> </ul>	<ul style="list-style-type: none"> <li>– Reimbursement for Moving Expenses</li> <li>– House-hunting trips</li> <li>– Temporary Housing Reimbursement</li> <li>– Payment in Lieu of Sabbatical Leave</li> <li>– Standard Benefits</li> <li>– Other Benefits and Perquisites</li> </ul>

**Retroactive Actions:** Retroactive actions exceeding 45 days are considered exceptions to policy for the ECG population.

<sup>1</sup> This matrix applies to staff 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. Senior Management Group (SMG) positions follow a separate approval authority matrix and are excluded from this MSP matrix.

<sup>2</sup> Anything not expressly authorized by policy is an exception to policy. MSP policy exceptions not expressly noted in policy: House-hunting, sign-on bonuses.

<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.