

Administrative Guidelines
UCSF Campus 2018-2019 Salary Program for Policy Covered Staff Employees

Overview

The UCSF 2018-2019 campus salary increase program for policy-covered staff will be effective **July 1, 2018 for monthly and bi-weekly** paid employees. The 2018-2019 salary program, approved by Janet Napolitano, University of California, President, and the UC Budget as approved by The Board of Regents will consist of the following components:

- 3% control point merit increase
- 1% focal point equity review
- No change to any of the salary grades minimum, midpoint, and maximum (Career Track or Legacy)

Eligibility Criteria

- Employee must be in a merit eligible role as defined in the FY19 merit eligibility guidelines
- New employees hired into UCSF must have a date of hire on or before January 2, 2018
- Employees that receive a pay increase as part of their contract renewal would not be eligible for a merit increase
- Employees with a “Meets” or higher performance evaluation are eligible for this program
 - If there is no rating on file and none is submitted, then the employee will default to a rating of "Meets"
 - Employees whose latest performance rating is “Fails to Meet” or “Partially Meets” are ineligible for a merit increase unless there are compelling, extenuating circumstances
 - Exceptions should be extremely rare and require the approval of David Odatto, Associate Vice Chancellor, Human Resources, and Senior Vice President, Human Resources, UCSF Health
- Employee must be on active pay status as of **implementation date into OLPPS of 9/17/18**
- Employees on an approved leave of absence without pay will receive any retroactivity due to them upon return to active pay status
- Transfers from other University of California campuses are eligible assuming other eligibility criteria are met

Campus Timeline*

6/30	Data freeze date. Information in OLPPS as of this date populated into merit tool. 6/30/18	HR
8/27-9/7	Merit and Focal Equity Tool is open to departments for data entry. Tool closes to department delegates on 9/7	Departments
9/10-9/12	Data reviewed in merit tool for compliance with Control Point guidelines. Control Point and HR Access Only. Tool Closes on 9/12	Control Points
9/13-9/14	Compensation Auditing – Tool Closes to Compensation. Tool Closes on 9/14	Compensation
9/17	Notification to Control Points of Approved Merits and Equity	Compensation
9/17-9/21	Communicate pay increases to employees.	Departments
10/1	Monthly employees payroll date for the Merit/Equity (9/1-9/30)	Transaction Services Unit
10/3	Bi-Weekly employees payroll date for the Merit/Equity (9/9-9/22)	Transaction Services Unit
10/10	Biweekly retro check paid (7/1-9/8)	Transaction Services Unit
10/10	Monthly retro check paid (7/1-8/31)	Transaction Services Unit

*** Check with your Control Point/Department for specific internal timelines for your merit process**

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3% control point merit increase - Program Principles

The UCSF campus remains committed to a merit program that distinguishes among different levels of performance and rewards employees whose contributions have most significantly influenced the accomplishment of the organization's mission, goals, and objectives.

- An effective merit program is supported by a meaningful and timely performance evaluation for each employee. The performance evaluation rating for calendar year 2017 as of August 6, 2018 will be used to populate the merit tool.
 - Please note that employee signature date is used when keying PE's.
 - If you have a PE for this merit cycle that was not captured during this process, then delegate should provide a comment in merit tool with indicating PE rating information.
 - To ensure the PE is keyed into the HR system we ask that the completed PE is forwarded to the campus PE Inbox HR-Perf-Evals@ucsf.edu .
 - If an employee does not have a performance evaluation rating on file, then the performance evaluation will default to a meets rating.
- Staff with higher levels of performance should receive a higher percentage merit increase relative to peers with satisfactory performance
 - UCSF HR will provide departments with recommended merit distributions based on Control Point performance ratings
 - Merit principles should be applied consistently regardless of salary fund source
- Across the board merit increases are not allowed. (Defined as all employees receiving the same percentage increase regardless of performance rating). The sum of all salary increases must balance to a merit control point of 3%
- The 3% spending limit is funded by each department and provides a spending framework
- In some situations, there may not be a need to spend any or all of the 3% merit pool
 - The 3% pool is calculated from the pre-merit salaries within a department as June 30, 2018
- All recommended salaries must fall within the salary range minimums and maximums included in the merit tool.
 - Employees already above the salary range maximum are ineligible for either a merit and/or an equity increase.
 - Employees that are above the range maximum or would be above the range maximum with a merit increase can be submitted for a lump sum payment of the merit in lieu of an increase to base salary.
 - All lump sum payments must be approved by UC Office of the President which may delay payment to the employee.
- Merit increases will be applied on top of the base salary in OLPPS as of data freeze date of June 30, 2018.

1% Focal Point Salary Equity Review Program Principles

UCSF campus's current salary administration process for policy covered employees is an annual focal point examination of salary equity conducted by each department throughout the organization.

- Equity increases cannot be provided in an across-the-board fashion
- Employees receiving increases typically would not be more than 50% of total eligible population
- The 1% spending limit is funded by each department and provides a spending framework
- If salary equity needs within a department are already addressed, there may not be a need to spend any or all of the 1% equity pool
 - The 1% pool is calculated from the pre-merit salaries within a department as of June 30, 2018
- All equity increases must align with local delegation of authority of PPSM30 Compensation
 - Combined merit and equity increases over 15% will require approval by compensation
- Equity increases will be applied on top of the post-merit salary rate in OLPPS as of merit implementation date

To assist with identifying business triggers for salary equity increases, we recommend utilizing the established UCSF [Campus Salary Equity Principles](#). Additionally, your HR Staff Shared Services team is available to assist you with identifying and making recommendations to address salary equity issues. For questions regarding this year's salary program, please contact Kellie Beale, Campus Compensation Manager at kellie.beale@ucsf.edu.