

# 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 \$318,000</b>				
Actions within policy	President	Regents	Chancellor/ LBNL Director	President
Actions outside policy <sup>2</sup>	Regents	Regents	President	Regents
<b>TCC is \$318,000 or less (Approval is a matter of local authority)</b>				

**Indexed Compensation Level (ICL): \$318,000 (effective September 1, 2018)**

**Reporting Threshold for the Compensation Reports: Above \$318,000 (effective September 1, 2018)**

**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 \$318,000, 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 and Relocation
Annualized Stipend Amount	Expenses as described in Policy G-13
Potential Incentive Award at the Target Rate	Payment in Lieu of Sabbatical Leave
Health Science Compensation Program Pay	Eligibility to Participate in the UC Employee Housing
Recognition Awards	Assistance Program <sup>6</sup>
Relocation Allowance (No longer available) <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>For allowances granted prior to the change in policy which removed the ability to offer relocation allowances, report the amount scheduled to be paid each year, and the balance due, thereby only reporting the full amount if *not* paid as installments over time. Relocation allowances are no longer allowed per policy.

<sup>6</sup>Eligible participants of the UC Employee Housing Assistance 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, participation by non-SMG and/or non-faculty will require further review and approval.