

## Common Compensation Actions - Quick Reference

<u>New Job Description</u>	<u>Updated Job Description (minor changes)</u>	<u>Reclassification</u>
<p>Initiated By: Supervisor / Unit Manager</p> <p>Initial Approval: Org. HR</p> <p>Final Approval: CHR Comp</p> <p>Submitted via: Online System</p> <p><u>Supporting Documents Needed:</u></p> <ul style="list-style-type: none"> <li>• Proposed JD</li> <li>• Organizational Chart</li> <li>• Justification Letter (for MSP level positions)</li> </ul>	<p>Initiated By: Supervisor / Unit Manager</p> <p>Initial Approval: Org. HR</p> <p>Final Approval: Org. HR*</p> <p>Submitted via: Online System</p> <p><u>Supporting Documents Needed:</u></p> <ul style="list-style-type: none"> <li>• Proposed JD</li> <li>• Current JD</li> <li>• Organizational Chart</li> </ul> <p><b>* CHR Comp review/approval required ONLY if there are significant changes</b></p>	<p>Initiated By: Supervisor / Unit Manager</p> <p>Initial Approval: Org. HR</p> <p>Final Approval: CHR Comp <sup>1,2,3</sup></p> <p>Submitted via: Online System</p> <p><u>Supporting Documents Needed:</u></p> <ul style="list-style-type: none"> <li>• Proposed JD</li> <li>• Current JD</li> <li>• Organizational Chart</li> <li>• Justification Letter</li> <li>• Proposed Salary</li> <li>• Effective Date</li> </ul>
<u>Promotion/Transfer</u>	<u>Equity Increase</u>	<u>Administrative Stipend</u>
<p>Initiated By: Supervisor / Unit Manager</p> <p>Initial Approval: Org. HR</p> <p>Final Approval: Org. HR<sup>2</sup></p> <p>Submitted via: EDB / Online System</p> <p><u>Supporting Documents Needed:</u></p> <ul style="list-style-type: none"> <li>• Current Salary</li> <li>• Proposed Salary</li> <li>• Local Funding Approval</li> <li>• Internal Equity Review</li> <li>• Salary increase within guidelines of PPSM Policy 30</li> </ul>	<p>Initiated By: Supervisor / Unit Manager</p> <p>Initial Approval: Org. HR</p> <p>Final Approval: Org. HR or CHR Comp* <sup>2&amp;3</sup></p> <p>Submitted via: Online System</p> <p><u>Supporting Documents Needed:</u></p> <ul style="list-style-type: none"> <li>• Local Funding Approval</li> <li>• Internal Equity Review</li> <li>• Justification</li> </ul> <p><i>* Org. HR may approve increases within local authority (PPSM Policy 30). Exceptions and salary increases for union represented employees require CHR review/approval.</i></p>	<p>Initiated By: Supervisor / Unit Manager</p> <p>Initial Approval: Org. VC /Dept. Head &amp; Org. HR</p> <p>Final Approval: Org. HR or CHR Comp* <sup>2 &amp;3</sup></p> <p>Submitted via: Online System</p> <p><u>Supporting Documents Needed:</u></p> <ul style="list-style-type: none"> <li>• Local Funding Approval</li> <li>• Local Salary Review</li> <li>• Justification</li> </ul> <p><i>* Org. HR may approve stipends within local authority (PPSM Policy 30: 12 mo. limit / 15% limit / stipend + base salary may not exceed salary grade max). Exceptions and stipends for union represented employees require CHR review/approval.</i></p>
<u>Merit Increase</u>	<u>Contract Appointment</u>	<u>Dual Employment</u>
<p>Initiated By: UCOP/CHR*</p> <p>Initial Approval: Org. HR</p> <p>Final Approval: Org. VC</p> <p>Submitted via: Online System</p> <p><u>Supporting Documents Needed:</u></p> <ul style="list-style-type: none"> <li>• Eligibility Review <ul style="list-style-type: none"> <li>○ CHR Guidelines</li> <li>○ Performance Evaluation</li> <li>○ Salary Range Limits</li> <li>○ Policy 30</li> </ul> </li> </ul> <p><b>* Subject to UCOP/CHR guidelines and authorization</b></p>	<p>Initiated By: Supervisor / Unit Manager</p> <p>Initial Approval: Org. HR</p> <p>Final Approval: CHR Comp (JD only) CHR Emp. (contract)</p> <p>Submitted via: Online System</p> <p><u>Supporting Documents Needed:</u></p> <ul style="list-style-type: none"> <li>• Proposed JD</li> <li>• Organizational Chart</li> <li>• Contract</li> <li>• Proposed Salary</li> <li>• Effective Date</li> </ul> <p><b>* Titles covered by collective bargaining are ineligible for Contract Appointment</b></p> <p><b>** Contract Appt. exceeding four years in total duration require CHR approval</b></p>	<p>Initiated By: Supervisor / Unit Manager</p> <p>Initial Approval: Home Dept</p> <p>Final Approval: CHR Comp</p> <p>Submitted via: Online System</p> <p><u>Supporting Documents Needed:</u></p> <ul style="list-style-type: none"> <li>• Home Dept. Authorization</li> <li>• Requesting Dept. Head or VC Authorization</li> </ul> <p><b>* Dual Employment only available to employees in staff (non-MSP) classifications</b></p>

1 - MSP 5 and higher require review by MSP Review Committee

2 - Any actions resulting in total cash compensation above \$250,000 (including base salary, stipend, bonus, incentive pay, or relocation allowance) require review by CHR and approval by Chancellor.

3- Salary actions above \$188,400 (MSP 6 range maximum) require CHR review/approval by EVC.