Authority to change FLSA exemption: The Executive Vice President and Chief Operating Officer has delegated authority to UCOP Compensation to change FLSA exemption status for individual positions/employees in accordance with provisions in PPSM 30. The UCOP Executive Director, Human Resources will consult with UCOP compensation prior to initiating changes.

Salary Range Development: UCOP Compensation recommends salary ranges for UCOP jobs in accordance with existing market conditions and consistent with the City of Oakland local minimum wage ordinance. Salary ranges are approved by the Executive Vice President and Chief Operating Officer.

Salary Range Information: Salary ranges for all UCOP jobs are published in the University of California Title Code System (TCS) and available to view via the Title Code Inquiry https://tcs.ucop.edu.

UC Minimum Wage: Employees must be paid at least the UC minimum wage established by the President for all eligible appointments. See http://ucnet.universityofcalifornia.edu/compensation-and-benefits/fairwage/index.html for additional information on Fair Wage/Fair Work Minimum Wage.

Approval Authority (non – Information Technology (IT) positions): Department heads are authorized to offer a salary to any external to UCOP candidates up to the 75th percentile of the salary range. Salary offers above the
75th percentile to the maximum of the salary range require approval from the UCOP Executive Director, Human Resources.

**Approval Authority Information Technology (IT) positions:** Department heads are authorized to offer salaries to any candidates external to UCOP up to the maximum of the salary range for positions in the Information Technology Career Tracks’ Job Family.

**Exception to Policy Request for salaries outside the salary range:** Requests for an exception to policy to allow an employee’s salary to be outside of the salary range must be approved by Division Head, Executive Director, UCOP Operations and require review by UCOP Compensation and the UCOP Executive Director, Human Resources.

Section III.B.2.a Systemwide Salary Programs, General Increases

**Budget Approval:** Regents Policy 5101 requires The Regents approve the budget for the Office of the President prior to expenditure of funds for the year.

**Eligibility and Implementation Guidelines Development:** As authorized by the systemwide guidelines, and the Executive Vice President and Chief Operating Officer and the Executive Director, UCOP Operations will develop eligibility and implementation guidelines in collaboration with the UCOP Executive Director, Human Resources, UCOP Compensation, UCOP Payroll and UCOP Budget and Finance departments.

Section III.B.2.b Systemwide Salary Programs, Merit Increases

**Budget Approval:** Regents Policy 5101 requires The Regents approve the budget for the Office of the President prior to expenditure of funds year.

**Eligibility and Implementation Guidelines Development:** As authorized by the systemwide guidelines, The Regents, and the Executive Vice President and Chief Operating Officer, the Executive Director, UCOP Operations will develop eligibility and implementation guidelines in collaboration with the UCOP Executive Director, Human Resources, UCOP Compensation, UCOP Payroll and UCOP Budget and Finance departments.

**Approval Authority:** Authority to approve merit increases will be authorized by the local guidelines.
Section III.B.3.a. Individual Salary Actions, Salary Increases

Approval Authority (for increase other than lateral, downward reclassifications, demotions): Salary increases are handled during the UCOP Equity and Promotion Related Salary Increases Review, which occurs twice a year according to schedules determined by UCOP HR and Executive Director, UCOP Operations. Requests for salary increases outside of the increase review process up to the 20 percent annual limit must be approved by the Division Leader and Executive Vice President and Chief Operating Officer. Requests for increases exceeding 20% must also be approved by the President’s Office. A review must be completed by UCOP Compensation. This review will go to the UCOP Executive Director, Human Resources and then the Executive Director, UCOP Operations before going before the Executive Vice President and Chief Operating Officer for approval.

Approval Authority for Lateral Increases: Salary increases are handled during the UCOP Equity and Promotion Related Salary Increases Review, which occurs twice a year according to schedules determined by UCOP HR and Executive Director, UCOP Operations. Requests for salary increases outside of the increase review process, up to the 20 percent annual limit, must be approved by the Division Leader and Executive Vice President and Chief Operating Officer. Requests for increases exceeding 20% must also be approved by the President’s office. A review must be completed by UCOP Compensation. This review will go to the UCOP Executive Director, Human Resources and then the Executive Director, UCOP Operations before going before the Executive Vice President and Chief Operating Officer for approval.

Exception to Policy Request for Salary Increases for Demotions, Downward Reclassifications: Salary increases are handled during the UCOP Equity and Promotion Related Salary Increases Review, which occurs twice a year according to schedules determined by UCOP HR and Executive Director, UCOP Operations. Requests for salary increases outside of the increase review process (up to the 20 percent annual limit) must be approved by the Division Leader and Executive Vice President and Chief Operating Officer. A review must be completed by UCOP Compensation. This review will go to the UCOP Executive Director, Human Resources and then the Executive Director, UCOP Operations before going before the Executive Vice President and Chief Operating Officer for approval.

Section III.B.3.b. Individual Salary Actions, Salary Decreases

Approval authority to retain salary upon demotion: Request to maintain an employee’s current salary upon demotion will be reviewed and approved by the UCOP Executive Director, Human Resources.
Approval authority to decrease salary upon demotion: Requests for a salary decrease, up to 20 percent, to an employee upon demotion or downward reclassification must be approved by the Division Leader and Executive Vice President and Chief Operating Officer. A review must be completed by UCOP Compensation. This review will go to the UCOP Executive Director, Human Resources and then the Executive Director, UCOP Operations before going before the Executive Vice President and Chief Operating Officer for approval. Salary decrease greater than 20% must be approved by the President’s Office before proceeding.

Section III.B.3.c. Individual Salary Actions, Equity Increases

Individual Salary Approval Authority: Salary increases are handled during the UCOP Equity and Promotion Related Salary Increases Review, which occurs twice a year according to schedules determined by UCOP HR and Executive Director, UCOP Operations. Requests for salary increases outside of the increase review process, up to the 20 percent annual limit, must be approved by the Division Leader and Executive Vice President and Chief Operating Officer. Requests for increases exceeding 20% must also be approved by the President’s Office. A review must be completed by UCOP Compensation. This review will go to the UCOP Executive Director, Human Resources and then the Executive Director, UCOP Operations before going before the Executive Vice President and Chief Operating Officer for approval.

Equity Study Approval Authority: Department Heads may undertake equity study of their group. UCOP Compensation will work with UCOP HR to put together equity study analysis and possible recommendations. Salary increases are handled during the UCOP Equity and Promotion-Related Salary Increases Processes. Requests for salary increases outside of the Equity and Promotion-Related Salary Increases Process, up to the 20 percent annual limit, must be approved by the Division Leader and Executive Vice President and Chief Operating Officer. Requests for increases exceeding 20% must also be approved by the President’s Office. A review must be completed by UCOP Compensation. This review will go to the UCOP Executive Director, Human Resources and then the Executive Director, UCOP Operations before going before the Executive Vice President and Chief Operating Officer for approval.

Section III.B.4. Annual Limit

Exception to Policy Request for Salary Increases greater than 20%: Requests for an exception to policy to grant an individual salary increase greater than 20% due to promotion, reclassification, equity, lateral increase, demotion, stipends and increases to bring the employee’s salary to the minimum of the range must be approved by the Division Leader and President. A review must
be completed by UCOP Compensation. This review will go to the UCOP Executive Director, Human Resources Officer and then the Executive Director, UCOP Operations and then the Executive Vice President and Chief Operating Officer before going to the President for approval.

Section III.B.5. Order of Salary Actions

No notes.

Section III.B.6. Retroactive Salary Actions

Exception to Policy Request for Employees paid over the Indexed Compensation Level (ICL): Please refer to the Approval Matrix for MSP Administrators.

Exception to Policy Request for Direct reports to the President or under Jurisdiction of a Principal Officer: Requests for exception to policy to provide a retroactive salary increase (greater than 6 months) to an employee must be approved by the President or a Principal Officer accordingly.

Exception to Policy for all other employees: Requests for exception to policy to provide a retroactive salary increase (greater than 6 months) to an employee must be approved by Executive Director, UCOP Operations. Requests for exception to policy must be reviewed by the UCOP Executive Director, Human Resources prior to submission.

Section III.B.7. Perquisites

Meal and Lodging for Resident Advisors: Based on past practice, meals and lodging perquisites continue to be allowed for Resident Advisors. Manager, Information Systems, Academic Initiatives will approve all meal and lodging requests for Resident Advisors in Washington DC.

Other Perquisites Approval Authority: The UCOP Executive Director, Human Resources has authority to approve all other meal and lodging perquisites.

Section III.B.8. Additional Cash Compensation

No Notes
Section III.B.9. Administrative Stipends

**Stipend Amounts:** UCOP HR recommends stipend amounts not to exceed 20 percent of the employee’s base salary. Requests for stipends exceeding 20% require a compensation review.

**Approval Authority:** All administrative stipends up to 20 percent and up to a maximum of 12 months must be approved by UCOP Executive Director, Human Resources. Any administrative stipend greater than 20 percent must be approved Executive Director, UCOP Operations. A review must be completed by UCOP Compensation. This review will go to the UCOP Executive Director, Human Resources and then the Executive Director, UCOP Operations for approval.

**Stipend Extension:** All extensions for up to 12 months must be approved by Division Leader and UCOP Executive Director, Human Resources. Requests for exception to policy to extend a stipend more than once or extend a stipend beyond 24 months must be approved by Division Leader and Executive Vice President and Chief Operating Officer. A review must be completed by UCOP HR for extension beyond 24 months. This review will go to the UCOP Executive Director, Human Resources and then the Executive Director, UCOP Operations before going before the Executive Vice President and Chief Operating Officer for approval.

Section III.B.10 Dual Employment

Dual employment is not available at UCOP.

Section III.C. Hours of Work

**Standard and Alternate Workweeks:** The standard workweek starts Sunday at 12:01 a.m. through 12:00 midnight the following Saturday. When circumstances require such action, alternate workweeks of any other seven (7) consecutive twenty-four (24) hour periods may be approved by the Division or Department Head (or designee) following consultation with the Human Resources Business Partner regarding Fair Labor Standards Act (FLSA) and notice requirements.

**Attendance Records:** Attendance records will be kept in Time Reporting Systems (TRS) with the exception of rehired/retirees which will be kept on paper timesheets and uploaded via I-181 portal. All time worked and absences must be recorded in the TRS except rehired retirees. Attendance records will be maintained in TRS or paper files and for a minimum of five (5) years, or longer if required by the terms of a contract. TRS records and paper time sheets are subject to audit by University, State, and Federal auditors.

Section III.C.3 Alternate Work Schedule

**Alternate Work Schedule Approval Authority:** Department heads may approve employees the flexibility in scheduling their work hours subject to following terms and conditions:

1. Departmental discretion to determine if staffing coverage is adequate and sufficient to meet the operational requirements and business necessities of the department.

2. Nonexempt employees - written agreement on the establishment of workweeks to be used by each employee on an alternate work schedule to be signed by both the employee and the supervisor/manager (e.g., 12:01 a.m. Friday – 12 o’clock midnight the following Thursday).

3. Nonexempt employees - an established workweek of forty (40) hours -- totaling no more than five (5) days in the established workweek -- shall be observed.

4. Nonexempt employees - No alternate work schedule shall be approved requiring more than forty (40) hours of actual work in a workweek.

5. Computation of Vacation/Overtime/Sick Leave shall be the same for an employee working an alternate work schedule as for those working a standard workweek schedule.

6. Alternative work schedules may be evaluated over a three (3) month trial period.

7. The department may, at its discretion, implement, continue, discontinue or modify alternate work schedules as required to support the needs of the department.

**Employee/Supervisor Responsibilities:**
1. The employee may submit a written request to his or her supervisor/manager for review. If approved, the employee will be so notified in writing by the same.

2. The employee plans and organizes his or her time to meet the needs of his or her job requirements.

3. The supervisor/manager ensures that alternate work schedules are administered consistently in a fair and equitable manner and that alternate work schedules conform to University policy and regulatory guideline.

4. The supervisor/manager also ensures that appropriate staffing is always available to meet the operational needs of the department.

Section III.D.1 Overtime

No Notes

Section III.D.5 Compensatory Time Off

**Compensatory Time Election:** For initial election, the Department Head or designee is responsible for ensuring that a compensatory time off election form is completed and forwarded to UCOP Human Resources to be saved in the employee’s personnel files prior to the performance of work (See the form - Non-Represented/Uncovered Non-Exempt Professional Support Staff (PSS) Compensatory Time Off (CTO) Election Form at http://www.ucop.edu/local-human-resources/_files/cto-forms/CTO-election-PPSM.pdf.) A copy of the completed form should be sent to payroll (either BRC or your payroll department coordinator. The agreement should be used for employees who are hired, transferred, reclassified, or promoted into positions which are designated as non-exempt. Human Resources is the office of record for the compensation time agreement. The agreement will be retained for the same period of time as other time records for the employee.

Annually in June of each year, employees will receive a letter about updating the CTO Election for the year. The supervisor should forward the original form to HR for filing in the employee’s personnel files. A copy of the completed form should be sent to payroll (either BRC or your payroll department coordinator.

**Compensatory time off for FMLA:** To use accrued compensatory time off for personal or family illness pursuant to Family and Medical Leave an employee
may be required to submit medical certification of inability to work or illness in the family.

**Employee separations or transfers:** An employee who separates or is transferred to another department or to a position that is not eligible for overtime pay shall be paid for any accrued compensatory time, by the department in which the time was worked.

Section III.E. Ancillary Pay

**Ancillary pay rates:** UCOP Compensation recommends the establishment of, changes to, and elimination of ancillary pay rates (shift differential, weekend differential, on-call, call-back and certification pay) for UCOP jobs in accordance with local market demands.

**Authority to Establish, Change or Eliminate Ancillary Pay:** The establishment, change and elimination of ancillary pay rates are approved by Executive Vice President and Chief Operating Officer.

Department heads wishing to establish ancillary rates for position classes where such rates do not currently exist, or to modify existing ancillary rates, shall submit a written request to UCOP Compensation. Ancillary rates will be published in the University of California Title Code System (TCS) and available to view via the Title Code Inquiry [https://tcs.ucop.edu](https://tcs.ucop.edu).