June 1, 1993

CHANCELLORS

Delegation of Authority—Compensation for Administrative and Professional Staff (A&PS)

Personnel Health Care Titles

Administrative and Professional Staff (A&PS) Personnel Policy 130.1, Classification and Grade Structure, provides in part the parameters for classifying A&PS titles and assigning salary grades. A&PS Personnel Policy 130.2, Adjustment of Salary Ranges, provides in part for the adjusting of salary ranges for A&PS titles. A&PS Personnel Policy 130.3, Regrading, provides in part the definition of a regrading of an A&PS title and the conditions under which an A&PS regrading can occur. A&PS Policy 130.4, Merit Review, provides in part the timing of merit increases, the parameters for determining merit pools, and that funds available (for merit increases) are established as a percentage of payroll, which is applicable Universitywide. A&PS Personnel Policies 132.6-132.8 and 132.10-132.16 address and provide parameters for certain ancillary practices such as callback, on call, shift differential, and weekend differential.

Effective immediately, pursuant to the above-referenced policies and within the parameters specified in the Implementation Guidelines for the A&PS Health Care Delegations Of Authority, you are delegated authority to adjust existing salary ranges, e.g., establish range widths, salary grade overlaps, salary range minima and maxima; to adjust existing ancillary pay practices; and to determine the level of range adjustments for Administrative and Professional Staff (A&PS) Health Care Titles on the attached list.

Additionally, pursuant to A&PS Policy 130.4, you are delegated authority on an ongoing basis to determine the amount of merit pools and to approve salary adjustments as necessary for the attached list of A&PS Health Care Titles, timed in order to respond to demonstrated market needs, to resolve recruitment and retention problems, and to maintain internal equity. This delegation constitutes an approved exception to that section of A&PS Policy 130.4, Merit Review, which provides in part that funds available (for merit increases) are established as a percentage of payroll, which is applicable Universitywide, so that you may approve salary increases for A&PS Health Care Titles on the attached list without respect to the Universitywide percentage of payroll established for the A&PS Merit Pay Plans.

As stated in the previously referenced Implementation Guidelines, the authority to approve the following actions will remain with the Assistant Vice President--Employee and Labor Relations: create, modify, or delete descriptions or names of new or existing classes, series, and titles; create new or delete existing ancillary pay practices; revise job evaluation methodologies; allocate titles to the appropriate Personnel Program; determine whether Systemwide or local notice is required; determine FLSA exemption status; and make changes to the University Title Code System.

The authorities under this delegation may be re-delegated. Any redelegation shall be in writing with copies provided to the Senior Vice President--Business and Finance, the Assistant Vice President--Employee and Labor Relations, and the Special Assistant--Coordination and Review.

After these delegations have been in place for one year, the Office of Employee and Labor Relations will conduct an annual review to determine the effectiveness of this approach in meeting the compensation needs of A&PS Health Care Titles.
Implementation Guidelines for these A&PS Health Care Delegations of Authority will be sent to your staff soon by Assistant Vice President Levin.

J. W. Peltason

Attachment

cc:  Principal Officers of The Regents
     Members, President's Cabinet
     Vice Chancellors--Administration
     Assistant Vice President--Employee and Labor Relations
     Special Assistant--Coordination & Review