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OFFICE OF  
THE ASSISTANT VICE CHANCELLOR-  
HUMAN RESOURCES

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June 4, 2010

To: Robert Birgeneau  
Chancellor

Via: Frank Yeary  
Vice Chancellor

From: Jeannine Raymond   
Assistant Vice Chancellor, Human Resources

Subj: **Delegation of Authority for Approval of Exceptions to Over 25% Salary Increases**

UC Personnel Policies for Staff Members (PPSM) section 30.H (Salary - Annual Increases) requires that salary increases above 25% in a single fiscal year must be approved by the Chancellor. The volume of requests for such actions on our campus is typically small but the situations are often time sensitive. If the approval authority were delegated to the AVC of HR, we could satisfy the intention of providing oversight for large increases without the need to take them to the Chancellor's level each time.

Most other campuses have re-delegated this responsibility. A table summarizing the status at each location responding to our inquiry is on the next page. San Diego, Los Angeles, and Davis campuses have delegated the authority to the AVC of HR. Riverside decentralized the authority to the Vice Chancellors and Deans. San Francisco requires increases over 50% to go to the Chancellor. The Chancellors at Merced, Santa Barbara, and Irvine retain approval authority.

We have had nine situations this year that require approval. A couple of cases were time sensitive involving counteroffers intended to retain or hire talented employees. Using San Francisco's model, two of the remaining cases would have risen to the Chancellor for approval. In one case the person was a student employee who started a career job in athletics at a salary level of \$50,250, a 105% increase over the previous student salary. In the second case, one of our campus veterinarians took on substantial additional responsibilities when similar positions were vacated in the Office of Lab Animal Care and the recommended increase to \$120,000 was a 71% bump in salary. Both were justifiable increases and did not need additional approval.

Therefore, I am recommending that the authority to approve salary increases above 25% be re-delegated to the Assistant Vice Chancellor of Human Resources. If the request is from the AVC-HR, it would be sent to the Vice Chancellor of Administration for approval. A draft delegation letter is included in case you agree, and the four cases awaiting final approval will be withdrawn from the Chancellor.

I agree     I disagree

[Redacted Signature]

Frank Yeary, Vice Chancellor

6/23/10  
Date

I agree     I disagree

[Redacted Signature]

Robert Bigréneau

6/28/10  
Date

Status of Delegation of Authority for PPSM 30.H  
at Other UC locations  
(as of May 2010)

UC Location	Approval for Over 25% Increase
UCSD	Delegated to Chief Human Resources Officer
UCLA	Delegated to Chief Human Resources Officer
UCD	Delegated to Chief Human Resources Officer
UCLA Med Center	Delegated to Chief Human Resources Officer
UCR	Approval authority was delegated to the EVCP, Deans, and Vice Chancellors, but HR provides the recommendation to the unit.
UCSF	Delegated to Chief Human Resources Officer – increases up to 50%; Chancellor – increases beyond 50%
UCSF Med Center	Delegated to Chief Human Resources Officer – increases up to 50%; Chancellor – increases beyond 50%
UCI	Chancellor
UCSB	Chancellor
UCM	Chancellor
UCB	Chancellor