

2015-16 ACADEMIC SALARY PROGRAM UCSF Processing Guidelines				
Population	Title Codes	Overview	Eligibility	Processing
HSCP Faculty	<p>HSCP Faculty: 1721, 1726, 1730, 1734, 1719, 1725, 1454, 1733, 1717, 1724, 1455, 1732, 1728, 1715, 1731, 1727, 1542, 1540, 1564</p> <p>Recall Faculty - HSCP: 1701</p>	<p>HSCP Faculty: Eligible faculty who are members of the Health Sciences Compensation Plan (HSCP) will receive a 1.5% adjustment to their covered compensation retroactive to July 1, 2015. The covered compensation for eligible faculty must meet the minimum required on the Academic Salary Scales for their rank/step and APU effective July 1, 2015. Please note that an increase in covered compensation does not necessarily mean that the total negotiated annual salary rate will increase. Any additional adjustment to the negotiated (“Y”) portion of the salary will be determined by the terms of their Department or School’s HSCP implementation plan and should be applied consistently to all faculty within a Department. In the event that faculty do not have a negotiated component (Y), and receive only covered compensation, then the increase will be reflected as a total salary increase.</p> <p>Recall Faculty - HSCP Member (paid &gt; APU at retirement). No increase is required as salary rates for recall appointments are negotiated with the individual on an annual basis. However, if the Department wants to consider an increase to rate then it should be done consistently with how increases are applied to active faculty.</p>	<p>HSCP faculty who were <u>eligible</u> for the October 2011 range adjustment as well as academics who have been appointed after July 1, 2011 are paid on the "adjusted" scale. This scale has been increased by 1.5%.</p> <p>HSCP faculty who were <u>ineligible</u> for the October 2011 range adjustment and have not subsequently received a positive academic review, will remain on the "minimum" salary scale. Please note that this scale has been adjusted by 1.5%.</p>	<p>HR Shared Services will process and upload the 1.5% increase in salary scales using the MPM. The MPM system will adjust the faculty member’s X-salary to the new 7/1/15 salary scale based on APU, rank and step.</p> <p>Options for the "Y" component once the salary scale ("X") is adjusted:</p> <ul style="list-style-type: none"><li>• “Reduce Y” will offset increase to base salary (“X”) and keep FY16 total comp unchanged. If salary is at scale (i.e., no Y component) or the faculty member has an insufficient Y to cover the increase to salary scale), the salary will be increased to the new scale rate.</li><li>• “Keep Y the same” will increase the faculty member’s FY16 total comp.</li></ul> <p><b>Blackout Period:</b> MPM will have a blackout period from <b>September 28 - October 9</b> to allow HR to batch-process the salary scale adjustments. Specific details will be disseminated by MPM Support.</p> <p>The Faculty Salary Calculation (FSC) worksheet should be used for any MPM out-of-scope faculty (e.g. above scale faculty). These FSCs should be prepared and submitted to HR for processing. Please note, there is a version of the FSC worksheet for HSCP <u>ineligible</u> faculty on the minimum salary scale. This represents a very small number (&lt;20) of faculty on the campus. Contact your HR Team for more information about this group.</p>
FY faculty (not HSCP) <u>Active faculty:</u> paid on scale 0 <u>Recall faculty:</u> paid at APU at time of retirement	<p>FY Faculty: 1110, 3251, 1450, 3259, 2010, 1210, 3261, 1451, 2030, 3269, 1310, 3271, 2070, 3289, 1117,1217, 1317</p> <p>FY Recall Faculty: 1700, 1702</p>	<p>FY Faculty: Eligible faculty who are not members of the HSCP will receive a 1.5% increase to their salary rate (Scale 0 for their rank/step) per the July 1, 2015 academic salary scales.</p> <p>Recall Faculty - FY Faculty who are recalled to a non-HSCP paid recall appointment (i.e. paid at APU at time of retirement): the salary rate must be adjusted to reflect new scale for rank/step at time of retirement. This may or may not result in the renegotiation of the % effort at the Department’s discretion.</p>	same eligibility rules as HSCP faculty above	<p>Salary rates for <u>eligible</u> faculty <b>will be automatically updated by payroll</b> using a batch process <b>EXCEPT</b> for Above Scale faculty (see below).</p> <p>Salary rates for <u>ineligible</u> faculty must be updated manually using the minimum salary scale for their rank/step.</p> <p>Blackout period: no EDB entry/update should be conducted for FY faculty (except Above Scale) from <b>October 12-16</b> as payroll will be running a series of batch processes</p>
Above Scale Faculty	(see HSCP list and FY list as appropriate)	For eligible faculty who are above scale (i.e. have been advanced beyond Professor step IX), the 1.5% increase should be applied to their current base salary. <b>IN ADDITION:</b> All above scale faculty will be guaranteed a minimum base salary which is calculated as 5% above the new step IX base salary rate. If, after the salary increase, the base salary is below the minimum, it will be raised to the new minimum salary rate. Otherwise, the base salary will be adjusted by the 1.5% increase only.	same eligibility rules as HSCP faculty above	<p>Above Scale faculty are out of scope for MPM. Once eligibility has been determined, please prepare/submit the appropriate Faculty Salary Calculation worksheet (eligible version or ineligible version) to Shared Services to process.</p> <p>Please note that Above Scale-FY faculty will <b>not</b> be included in the batch process run by payroll.</p>
Non-faculty academics (Specialists, Academic Coordinators, Academic Administrators, Professional Research Series)	<p>0841, 0843., 0845, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 3200, 3210, 3220, 3228, 3300, 3310, 3320, 3330</p> <p>Recall Non-Faculty Academics: 3802</p>	Eligible non-faculty academics will receive a 1.5% increase retroactive to July 1, 2015 per the July 1, 2015 academic salary scales for their rank and step.	Same Eligibility rules as HSCP faculty above. <b>IN ADDITION:</b> Non-faculty academics who have reached the highest rank/step for their series and are not subject to the five year review requirement (e.g. Specialists step 5) are considered eligible for the salary program provided they have an active appointment.	<p>Salary rates for <u>eligible</u> non-faculty academics <b>will be automatically updated by payroll</b> using a batch process.</p> <p>Salary rates for <u>ineligible</u> non-faculty academics must be updated manually using the minimum scale for their series.</p> <p><b>Blackout period:</b> no EDB entry/update should be conducted for non-faculty academics from <b>October 12-16</b> as payroll will be running a series of batch processes</p>
Lecturers	1634, 1635	Non-Senate Instructional unit (Unit 18) - IX Unit is currently in contract negotiations so no scales will be adjusted at this time. The regular merit program will continue.	No adjustments to salary scales at this time.	No adjustments to salary scales at this time.
Academic Student Employees (ASEs)	2312, 2313, 2863	The salary scale is adjusted by 4%. Implementation of the prospective increase shall coincide with the first full pay period in the fall term commencing with the October 1st for monthly paid employees. See Tables 18-20.	While ASE’s at UCSF are not covered by a collective bargaining unit, they have nonetheless received increases consistent with the covered ASE’s on other campuses per the ASE MOU. To be consistent with past practice, the ASE’s at UCSF will receive a 4% range adjustment effective October 1, 2015 per the terms of the current ASE contract.	<p>Salary rates for <u>eligible</u> ASE’s <b>will be automatically updated by payroll</b> using a batch process.</p> <p><b>Blackout period:</b> no EDB entry/update should be conducted for ASEs from <b>September 28-October 2</b> as payroll will be running a series of batch processes</p>
Graduate Student Researchers (GSRs)	3266, 3282	The salary program for graduate student researchers is under consultation. Scale adjustments will be communicated separately once official notice is provided by UCOP.	The salary program for graduate student researchers is under consultation. Scale adjustments will be communicated separately once official notice is provided by UCOP.	No adjustments to be made until official notice is provided by UCOP.

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Housestaff		2725, 2732, 2728, 2729, 2727, 2725, 2726, 2724, 2708	Interns and Residents should be paid using the July 1, 2015 salary scales (Table 21). Questions should be directed to the Graduate Medical Education Office for School of Medicine or to the Dean’s Office-Academic Affairs for the Schools of Pharmacy, Dentistry and Nursing.		Use the July 1, 2015 salary scale (Table 21)	Use the July 1, 2015 salary scale (Table 21)
Librarians		3620, 3621, 3622, 3616, 3617, 3618, 3612, 3613, 3614	There have been significant changes to the salary structure for represented and non-represented librarians. Adjustments associated with the new salary structures (implemented in phases beginning July 1, 2014) will continue during 2015-16. As part of this salary structure, librarians' salary will be adjusted as part of the regular merit review process, according to Table 26-B (represented librarians) and Table 26-A (non-represented librarians).		Please refer to the August 5, 2015 salary scale issuance letter from UC VP Carlson for details.	To be processed manually by Service Center C following eligibility guidelines.
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HELPFUL LINKS						
The tables listed above are available at: <a href="http://ucop.edu/academic-personnel-programs/compensation/2015-16-academic-salary-scales.html">http://ucop.edu/academic-personnel-programs/compensation/2015-16-academic-salary-scales.html</a>						
MPM Instructions are available at: <a href="http://academicaffairs.ucsf.edu/mpm/">http://academicaffairs.ucsf.edu/mpm/</a>						
Faculty Salary Calculation Worksheets are available at: <a href="http://academicaffairs.ucsf.edu/academic-personnel/compensation-benefits/salaryinformation.php">http://academicaffairs.ucsf.edu/academic-personnel/compensation-benefits/salaryinformation.php</a>						