

June 22, 2018

To: Department Chairs, Directors, and Business Officers (via SBCHR-L, SBDIR-L, and SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: July 1, 2018 Salary Increase Programs for Academic Employees

President Napolitano has approved a salary increase program for non-represented academic employees effective July 1, 2018. Represented academic employees will receive increases as stipulated in Memorandums of Understanding. Salary increases will be applied at UCSB as follows:

- **Academic Senate Faculty and Researcher series:** Salaries will be increased by 4%.
- **Other Non-Represented Academic Employees:** Salaries will be increased by 3%.
- **Non-Senate Faculty (Lecturers and Supervisors of Teacher Education):** Salaries will be increased by 2.5% per the Memorandum of Understanding between the University and the UC-AFT.
- **Academic Student Employees (TAs, Associates, Readers, and Tutors):** Contract negotiations are ongoing between the University and the UAW. Further information will be provided at a later date.
- **Graduate Student Researchers:** Consultation regarding the scale increase is ongoing, however, it is anticipated that the salary scales will be adjusted effective October 1, 2018.
- **Postdoctoral Scholars and Represented Librarians:** Salary scales are unchanged at this time.

Please note that the increases will be processed centrally the week of July 9. Further detail regarding the increase implementation is attached.

Please share this information with your academic employees as appropriate.

Questions may be directed as follows:

Temporary research series: Joanna Kettmann Joanna.kettmann@ucsb.edu x 5048

Student titles and Postdoctoral Scholars: Billy Ko Billy.ko@ucsb.edu x4441

All other academic series: Lia Cabello lia.cabello@ucsb.edu x5979 or
Helly Kwee helly.kwee@ucsb.edu x5428

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**Guidelines and Implementation Process for Academic Employees Salary Increases effective
July 1, 2018**

General Salary Scale Increase Guidelines

Academic Senate Faculty and Researcher series: Salaries will be increased by 4% as follows.

- Salary scales will be increased by 4% for the Professor and Research Series and by 3% for the Lecturer SOE series.
- Off-scale supplements and Above Scale salaries be adjusted by 4% for the Professor and Research Series. Appointees in the SOE series will receive an off-scale adjustment to bring the total increase to 4%.

Other non-represented Academic Employees: Salary scales will be increased by 3%. Off-scale supplements and Above Scale salaries will be adjusted by 3%.

Employees receiving a merit or promotion effective July 1, 2018 will receive the increase in addition to the approved merit or promotion. The approved salary stated in the advancement decision letter is the pre-adjusted rate.

Senate faculty with an employment begin date of July 1, 2018 or later will receive the increase unless the department specifically stated that the offered salary is range inclusive.

By-agreement payments and stipends are not subject to the increase.

Ongoing recall appointments will not be subject to the increase. At the time of reappointment or new appointment the annual salary should be recalculated as described in Red Binder I-70.

Deans and full-time faculty administrators who are covered by Academic Personnel Manual policy will receive a 3% salary increase.

Visiting appointments are not subject to the increase unless the salary is currently at the minimum for the rank (i.e. at the equivalent of the UCSB minimum rate for the rank). Salaries that are at the minimum will be increased to the new minimum.

Employees with off-scale supplements based on prevailing wage requirements will be adjusted according to the terms of the approval letter for the supplement.

Process for implementation

The salary increase will be processed centrally the week of July 9 and will be reflected in the August 1 paycheck for monthly employees and the July 25 paycheck for bi-weekly employees. PPS preparers and business officers will receive notification prior to the PPS freeze.

Departments are encouraged to do the following:

- Enter all July 1 effective actions into PPS prior to July 9.
- Assure that all July 1 transitions from exempt to non-exempt (see [January 8, 2018 memo](#)) have been entered into PPS.
- Watch your email for notification of the freeze and do not make any updates to PPS during the freeze period.

The July 1, 2018 salary scales will be posted in July when the PPS update is run. **Prior to the PPS freeze approved actions should continue to be entered into PPS using the pre-July 1, 2018 salary scales.** Departments will be notified when the new scales are posted.

For titles that are tracked via the AP Folio, the salary information will be updated when the payroll update is run.

Appointments and distributions for summer additional compensation will not be centrally adjusted and will require manual adjustment by the department. Once the Senate Faculty rates are available, departments are encouraged to share the new faculty salary rates with ORUs or other units that may be processing summer additional compensation. The July 1, 2018 adjusted rate is to be used for summer research effort that takes place July 1, 2018 or later. June 2018 summer research effort is paid at the June salary rate.