



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

July 1, 2014

To: Business Officers (via SBADM-L) and the PPS list-serve

From: Cindy Doherty, Director
Academic Personnel

Re: PPS freeze for July 1, 2014 Academic Employee salary increases

As previously announced, a 3% salary increase for non-represented academic employees takes place effective July 1, 2014. In addition, Lecturers and Supervisors of Teacher Education will receive a 3% increase pursuant to the terms of their contract. Represented Librarians will be transitioned to a new salary structure effective July 1, 2014. Processing for the increase **will be done centrally by the Academic Personnel and Payroll offices**. To facilitate this processing, a PPS freeze will be in place for all impacted academic employees effective the close of business Monday, July 7. Please do not perform online PPS transactions for any impacted academic employees after 5:00 p.m. Monday, July 7.

We expect the freeze to be in place for approximately three or four days. You will be informed when the salary increase processing is complete and the freeze is lifted.

Additional information regarding the salary increase may be found in the attached guidelines and implementation documentation.

Thank you for your patience.

Cindy

July 1, 2014 salary increases for academic employees

Guidelines

For academic employees with off-scale salaries, the increase will be applied to both the base and the off-scale portion of salary. This may or may not result in a change to the off-scale amount, dependent on the amount of off-scale and the rounding to the 100's of the total salary. Also note that due to rounding, very few increases will be at exactly 3%.

Employees receiving a merit or promotion effective July 1, 2014 will receive the three percent increase in addition to the approved merit or promotion. The approved salary stated in the advancement decision letter will be the pre-ranged rate.

Increases will be applied to faculty who are on the "minimum scale" in the same manner as those on the regular scale.

Senate faculty with an employment begin date of July 1, 2014 or later will be subject to the increase unless the department has 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 on July 1, 2014 or later, 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 the salary increase.

Lecturers and Supervisors of Teacher Education, pursuant to the terms of their contract, will receive a three-percent increase as of July 1, 2014. Information regarding Continuing Lecturer and Continuing Supervisor of Teacher Education merits and transition to scale 17B was distributed on March 17, 2014.

Represented employees in the following series will not be subject to the increase:

- Associate
- Teaching Assistant
- Reader
- Remedial Tutor
- Librarian- a new salary structure is being implemented effective July 1, 2014. These adjustments will be processed in lieu of the 3% adjustment for non-represented employees.
- Postdoctoral Scholar

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 Step I 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 in July. PPS preparers and business officers will receive notification prior to the PPS freeze.

The July 1, 2014 salary scales are now available via the Academic Personnel web site at <https://ap.ucsb.edu/compensation.and.benefits/ucsb.salary.scales>

Prior to the PPS freeze approved actions should be entered into PPS using the pre-July 1, 2014 salary scales. Departments are encouraged to enter all July 1, 2014 actions (appointments, reappointments, merits and promotions) prior to the PPS freeze to assure the information is captured in the central processing.

Actions not entered prior to the freeze will require manual input of the new salary rate by the department. On-scale actions entered after the central process must use rates from the July 1, 2014 scale. Off-scale actions will require consultation with Academic Personnel in order to determine the correct rate.

For titles that are tracked via the Academic Personnel on-line system (Senate Faculty, Continuing Lecturers, Researchers, Academic Coordinators), the new salaries are now available in the on-line system.

Departments are encouraged to check the new salaries of their employees once the central salary adjustment process has occurred. This can be done via the Academic Personnel database reports for faculty, researchers and academic coordinators. Those titles as well as others may also be accessed via reports from data warehouse.

Appointments and distributions for summer additional compensation will not be centrally adjusted and will require manual adjustment by the department. 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, 2014 adjusted rate is to be used for summer research effort that takes place July 1, 2014 or later. June 2014 summer research effort is paid at the June rate.