

December 11, 2001

VICE PROVOST JAN DE VRIES
 VICE PROVOST WILLIAM WEBSTER
 VICE PROVOST CHRISTINA MASLACH
 DEAN DENNIS LEVI
 ACTING DEAN DAVID MESSERSCHMITT
 DEAN JAMES MIDGLEY
 DEAN MICHAEL NACHT
 DEAN ORVILLE SCHELL
 CHAIR DAVID DOWALL
 DIRECTOR ROBERT COLE
 DIRECTOR KEVIN CONSEY
 DIRECTOR EVELYN GLENN
 INTERIM DIRECTOR MICHAEL HEYMAN

Re: Decentralization of the Staff Salary Budget & Interim Program

The Chancellor has announced his plan to decentralize staff salary budgets on the Berkeley campus effective July 1, 2002. Staff salary budget decentralization will allow control units to manage staff resources more fully and will provide maximum flexibility to meet staff salary priorities within the limitations of the current budget situation. A copy of the Chancellor's letter is attached to provide additional background.

Because the pool of funds available to each of your units would be so small, consolidation of resources is necessary from a practical standpoint. To facilitate implementation of this policy for small units within the Executive Vice Chancellor and Provost (EVCP) control unit, my office will manage the salary turnover pool that funds salary actions for employees in budgeted positions paid on central funds. This is a completely new area for us and it is difficult to estimate both the funding pool and potential expenses. Therefore, effective immediately I am taking the further action of centralizing **all salary-setting** for staff in budgeted positions paid on central funds (19900, 07427, 20000, 20095, 69750) for small units within the EVCP control unit. I recognize that this withdraws authority that has previously been delegated to your unit(s), but feel that this is a necessary step. I will re-evaluate this policy next fiscal year when we have more information and experience with management of the central salary turnover pool. Please note that this restriction applies only to salary-setting for employees on the central fund sources referenced above. Existing authorities will remain in effect for actions involving employees paid on other fund sources.

As an interim measure for the period between December 1, 2001 and June 30, 2002, you may be asked to assume a share of the permanent cost of providing increases for staff salary actions. The campus's interim plan will apply to budgeted positions paid on central funds as follows:

- Hiring Actions & Staffing List Maintenance (new hires, promotions, linking current employees to open provisions)** - The central campus will only provide funding for salaries up to the midpoint for positions in open ranges or to step 3 for those in step-based programs. If a hiring salary is set above the midpoint or step 3 or if the current salary of the employee to be linked is above the midpoint or step 3, *resources from your unit or from EVCP must be used to permanently fund the difference.* This policy will remain in place until July 1, 2002 when it will be superseded by full decentralization of salary budgets.

Hiring actions. As noted above, I will be approving all hire salaries for centrally funded employees in your units. Please email salary requests to Jeanene Greer (jgreer@uclink4). Jeanene will coordinate the approval process and will provide you with email confirmation of the approved salary. My office will also be approving the Personnel Action Forms (PAFs) for all hires, so please route hiring PAFs to Jeanene (122A California Hall, MC1500). Once the PAF has been fully signed, she will route it to the Campus Payroll Office.

Staffing List Maintenance. As with hires, please route any PAFs that are prepared for staffing list maintenance through Jeanene Greer for signature (i.e., PAFs for actions that will require your staff to link or unlink positions in the PRT).

- **Reclassifications and Equity Increases** - Salary increases for these actions will need to be permanently funded from resources within EVCP and/or your units. I am asking that you work closely with my office as you prepare any reclassification requests to identify permanent funding for the salary increases. We are being asked to provide a chart string that identifies permanent funding for potential salary increases at the time the request is submitted to the Office of Human Resources. Therefore, any reclassification request that will result in a salary increase that will be funded all or in part from my resources will need to be routed through my office. Please allow five days processing time in my office for these submissions. This same procedure applies to requests for equity increases. As noted above reclassification and equity adjustment requests should be sent to Jeanene Greer (122A California Hall, MC1500).

It is important to remember that positions at UC Berkeley should be classified correctly. If management believes that a position is functioning at a higher level than the current classification, a reclassification request should be submitted to the Office of Human Resources. Management control over classification is by assignment of duties, not by withholding reclassification requests. The Office of Human Resources is available for consultation on these issues.

Pending requests for reclassification and equity increases received in the Office of Human Resources through **November 30, 2001** will not be subject to these allocation controls, and will be funded centrally.

A list of Frequently Asked Questions is attached. This list includes both general questions and specific technical questions relevant to staff who manage department budgets or work with the Position Resource Tracking (PRT) system. Please contact Jeanene Greer if you have any questions regarding either salary budget decentralization or the interim program.

Paul R. Gray
Executive Vice Chancellor and Provost

Attachment

cc: Assistant Vice Chancellor Russell Giambelluca
Assistant Vice Chancellor David Moers