

January 8, 2002

COUNCIL OF DEANS

Meeting of December 18, 2001

In our December 18 meeting, you requested to know about all reclassifications coming from your area prior to OHR reviewing the requests. To deal with this, I have instituted the following:

1) Human Resources is prepared to return to each of you all requests for reclassification or salary action, e.g. an equity increase, that were received in Human Resources from December 1 forward. This will give you the opportunity to review the requests and to discuss them with your Chairs. You may decide to withdraw a request, to change it, or to go forward without change. The requests that you return to Human Resources will be reviewed, and you will be notified of the findings in each case. Please contact Compensation Manager Dorla Cantu (3-7825; dorla@uclink) if you would like any requests returned to you. While it is campus practice to provide an increase upon upward reclassification of a position, staff personnel policy requires only that the new salary be brought up to the minimum of the new range. Bargaining unit contracts vary on this issue; some require a minimum increase, while others permit some management discretion with respect to the rate of increase upon reclassification. OHR will advise you of your options after the reclassification reviews are completed.

2) In addition to returning requests received in Human Resources since December 1 to those of you who want them, we are also prepared to send you a list of all requests that are still pending in Compensation, but that were received prior to December 1. Unlike requests received after November 30, any potential salary increases resulting from these reviews for centrally funded positions will be covered by central funds.

In light of the changes that are occurring, you may wish to consider establishing internal procedures that will enable you or your designee to review any future requests before they are sent to Human Resources. If you decide to establish new procedures, please consult with Compensation to determine whether there is a need to consult with the unions regarding past practice. In future, only those requests having your sign-off or that of your named designee will be accepted for review by Human Resources. Please note that some bargaining unit contracts, for example UPTE RX and TX, permit employees to submit requests directly to Human Resources. Whenever this occurs, Compensation will notify you or your designee that the request has been received. This will afford you the opportunity to determine whether the duties that have been assigned should continue to be assigned. Please contact Human Resources within two weeks of being notified that

Human Resources has received the employee request for a classification review, or Human Resources will proceed to classify the position.

The Campus Budget Office and the Office of Human Resources will provide training on salary budget program management this winter and spring. In the meantime, I am hopeful that the actions proposed above will assist you in managing the interim program. Additionally, beginning in January, Compensation will be providing lists of pending actions on a regular basis to the Control Unit Administrators.

Please call (2-9022) or email me (moers@uclink) if you have questions or would like to discuss these proposed actions at greater length. Also, please contact Compensation Manager Cantu as soon as possible if you would like any requests to be returned to you for your review, or if you would like a review of any new internal procedures for processing reclassification or salary requests.

David Moers
Assistant Vice Chancellor – Human Resources

cc: Chancellor Berdahl
Executive Vice Chancellor and Provost Gray
Vice Chancellor Mitchell
Manager Cantu