

September 5, 2003

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VICE PROVOST CHRISTINA MASLACH
DEAN DENNIS LEVI
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CHAIR RONALD GRONSKY
DIRECTOR ROBERT COLE
DIRECTOR KEVIN CONSEY

Re: Staff Salary Budget Decentralization

We have completed the first year of the centrally pooled model for managing staff salary actions. I have re-evaluated this model, in consultation with unit managers, and made the decision to delegate management of the staff salary budget to you. This authority may not be further delegated without my prior approval. Staff salary budget decentralization will allow 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.

Salary budgets for staff positions will be distributed to the school, college or unit level as follows: units will receive funding at the incumbent's salary level for all linked/filled positions and at the July 1, 2003 position value for all unlinked/unfilled positions. You will retain all downgrading savings from positions, but will be required to fund any upgrading costs. From a funding standpoint, this system should be self-sustaining. Under earlier models where salary-setting was centralized at the campus level, the salary pool balanced at year-end. We expect that by assigning management of the salary budget to the same level that is responsible for salary-setting, units will be able to balance their savings and expenses. The Campus Budget Office and the Office of Human Resources will offer a forum for you and key members of your staff who will have the responsibility for implementing decentralized salary administration processes; I strongly encourage you to attend. Detailed system training will be provided to your staff at a later date.

Please stress to your units 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.

While these funding changes relate primarily to centrally funded positions, it is the policy of this campus that employees be treated equitably, regardless of whether they are in a centrally funded or other funded (contracts & grants, endowments, recharge, etc.) position. Moreover, all personnel actions will be taken in compliance with contractual obligations.

A list of Frequently Asked Questions is attached. Some of these are general questions that you may wish to redistribute to all employees, while others address specific technical issues and are intended for those staff who manage the salary budget using the Permanent Resource Tracking system. If you have questions regarding human resources policies or salary-setting and equity issues, please contact the Office of Human Resources. Questions regarding salary budget or permanent budgetary resources should be referred to the Campus Budget Office.

Please contact Jeanene Greer (643-0236 or jgreer@uclink) if you have any questions regarding either salary budget decentralization or salary setting delegations.

Sincerely,

Paul R. Gray
Executive Vice Chancellor and Provost

cc: Assistant Vice Chancellor Russell Giambelluca
Assistant Vice Chancellor David Moers
Chief Administrative Officers