Memorandum to Presidents

Date: June 29, 1973

From: Office of the Vice Chancellor
      for Personnel and Employee Relations

Subject: Salary Increases, Management/Confidential Staff

Recent legislation provides funds for increases in the annual salaries of persons holding positions designated management/confidential as of June 30, 1973. You will have available an amount equal to 5% of the total annual payroll of such filled positions from which amount you may recommend individual increases. Payroll forms to effect the increases should be submitted in payroll period #9, for payment to the individual in the check dated August 8, 1973. Increases will be retroactive to July 1, 1973 for calendar year obligations. Adjustments will be effective September 1, 1973 for any academic-year staff.

The present PRP salary schedule, transmitted with my memorandum of May 17, 1973 (Vol. 73, No. 9), is the initial reference which determines whether or not special limits will apply to a group of positions. If you have five or more management/confidential positions in a single PRP grade, the average salary of such positions should not exceed the midpoint of the grade. Vacant positions must be included at the first quartile salary of the grade. If the current average exceeds the midpoint, then the grade is considered "impacted" and the total of adjustments to incumbents of filled positions in the grade is limited to 3.5% of the sum of their June 1973 salaries. However, this restriction does not reduce the total of adjustments for the entire campus; and the sum of all increases will remain at 5% of the filled-position payroll as of June 30.

Individual salary adjustments will be made in accordance with the following:

1) No increase may be granted to an individual which would bring the salary for his position above the maximum for his grade in the new PRP schedule for 1973-74, a copy of which is attached.
2. Individual increases shall be granted only in one of the following categories:

a. Increase of from 6% to 8% above current annual salary, but not to exceed $2,500.

b. Increase of 3.5% above current annual salary.

c. Increase of from 0 to 2% above current annual salary.

3. The salary adjustments in a grade not now impacted should be tested to insure that the new average salary remains within the mid-point of that grade. In calculating the average, include all vacant positions at the first quartile salary.

4. The sum of the adjustments in salaries of incumbents in an impacted grade may not exceed 3.5% of the sum of their June 30 salaries. However, in a non-impacted grade, the sum of the adjustments may, of course, be above or below 5%.

In general, since the legislation emphasizes merit, it is expected that there will be a number of persons receiving category "a" increases, although the majority of increases will fall in category "b". Category "c" will be used for increases to persons whose performance has been sub-standard, or to persons whose current salaries are substantially higher than others in the same position category. There is understood to be no intent on the part of the legislature to have provided a general across-the-board increase to our management/confidential staff.

Unusual cases may warrant exceptions to the above guidelines, but appropriate justification will have to accompany each such request, which will necessitate individual review by the Director of the Budget.

Instructions for submission of rosters and payroll documents will follow and will be sent directly to your business office, with a copy to you. Since we have a very tight schedule, we suggest that you move ahead promptly to formulate your recommendations.

Kenneth M. MacKenzie
<table>
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Increases

Within campus authority subject to total funds available;
Chancellor approval for selective raises when total salary
will result in a figure of $20,000 or more

Only for exceptional performance. Prior written approval of
Chancellor (and of Budget) for all Central Administration appointees
and for campus executive officers (Dean, Provost V.P., and President).

New appointments for 1973-74 should normally be made at
salaries within the first quartile of the grade, and must
be made within the first quartile if average salaries of
filled positions in the grade exceed the midpoint salary.

June 27, 1973