

Procedure 30: Compensation

Responsible Office: Human Resources

Issued: November 2008

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A. Purpose and Scope

UC Irvine Personnel Procedure 30 implements [PPSM-30: Compensation](#). This policy applies to all non-represented (non-probationary) staff employees. Represented employees should consult their collective bargaining agreement (CBA).

B. Authority and Responsibility

Human Resources is responsible for consulting with Vice Chancellors, Deans, the UCI Health Chiefs, and department managers to assist them in administering applicable staff policies and procedures and for providing technical support; distributing merit and or non-represented general increase guidelines, employee eligibility listings, and merit and/or non-represented general increase payroll deadlines; and advising on salary actions.

C. Administrative Guidelines for Salary Determination

1. Employee salaries must fall within their approved salary range.
2. Departments should consider the following to establish an employee's salary in consultation with Compensation (where applicable):
 - 1) identification of appropriate funding support;
 - 2) appropriate placement in the range;
 - 3) internal equity within the department, business unit, and organization;
 - 4) external market, reflected by the salary range and recruitment and retention experience.

3. Approvals

In consultation with local Human Resources/CPO or a central HR Business Partner and within delegated authority (see UCI Delegation of Authority [IDA 513 \[superseded by IDA581, then by IDA611, and then by IDA 638\]](#)) the following actions may occur:

a. Administrative Stipend

An administrative stipend may be provided only when an employee is temporarily assigned, for a period of at least 30 working days, the responsibilities of a higher level position or other significant duties not part of the employee's regular position.

The stipend amount cannot exceed 25 percent of the employee's base salary. The payment of administrative stipends is intended to be temporary and generally should not exceed twelve months; however, if necessary, one extension of up to an additional twelve months may be approved by exception.

If the duties and responsibilities of a position undergo temporary changes that include critical or sensitive functions, the position should be designated as a critical position for which a background check may be required. Prior to assigning a current employee new or expanded functions, level and scope of duties and/or responsibility that might result in the designation of the position as critical, a request for a background check should be initiated. Reference [Procedure 21.a](#), Background Check for more information.

b. Appointment

The following should be considered before approving a base salary upon appointment of an employee to a position:

- 1) candidate's experience,
- 2) internal equity, and
- 3) recruitment challenges.

c. Promotion and Upward Reclassification

A salary increase may be provided upon internal promotion (appointment in new position of a higher salary range as the result of recruitment) or upward reclassification (position reclassification into job title of a higher salary range), for existing staff.

d. Lateral Transfer

Upon a lateral transfer, an employee's salary normally will remain unchanged. Salary actions upon lateral transfer may be initiated after consultation with local Human Resources or central HR Business Partner and with appropriate approvals.

e. Demotion

An employee's salary upon demotion (result of corrective action or discipline, or an employee voluntarily choosing to take a position of a lower salary range) may be decreased, but no less than the minimum of the newly assigned range. Salary actions upon demotion will be initiated after consultation with local Human Resources or central HR Business Partner and with appropriate approvals.

f. Downward Reclassification

An employee's salary upon downward reclassification (position reclassification into job title of a lower salary range), normally will remain unchanged, but may be decreased. If the employee's salary is above the maximum of the new classification's range, the

employee will not be eligible for a salary increase until the new range maximum exceeds the employee's salary.

g. Equity Increases

An employee may be granted an increase to correct an individual inequity. See Section E. Equity Adjustments, below.

h. UCI Student Employees (Non-Academic) with Casual/Restricted Appointments – Within-Range Salary Increase

Casual/Restricted student employees are covered by the Within-Range Salary Increase provision outlined in the [Student Worker Guidelines](#).

i. Exceptional Approvals

Salary actions outside the parameters of the delegated authority require exceptional approval (see [IDA 513 \[superseded by IDA 581, then by IDA 611, and then by IDA 638\]](#)). Requests for exception should be submitted via ServiceNow ticket via the [Employee Experience Center \(EEC\)](#) and include the rationale for the salary action, the employee's current salary, the amount of recommended action, the proposed effective date, equity considerations, and external market factors, as appropriate.

j. Communications

Upon approval, the employee shall be notified of the salary decision.

D. Merit Increases and Non-Represented General Increases

The Senior Vice President, UCI Health & Vice Chancellor, HR, UC Irvine establishes procedures for merit or non-represented general increase recommendations. These procedures should include processes for:

1. Communication regarding merit or non-represented general increase guidelines, employee eligibility criteria, and due dates for merit increase recommendations.
2. For merit, review of increase recommendations at the next higher level of authority up to the level of Vice Chancellor, Deans, or Health Chiefs is required. This step is not necessary for non-represented general increases.
3. Ensuring compliance with staff policy.

E. Equity Adjustments

An equity adjustment may be appropriate if data indicates that an individual employee's salary may be inconsistent with internal compensation benchmarks for similarly-situated employees based on factors such as role, responsibilities, experience, and performance. Employees being considered for an equity adjustment must have completed their probationary period and must not have been hired, promoted, or reclassified within the previous six months. An equity adjustment provides the

mechanism for addressing such inequities by granting salary increases outside of the normal merit or non-represented general increase cycle. Equity adjustments cannot be used as a substitute for a merit award, which recognizes performance. Employees must have achieved an overall performance rating of “On Target” or better on their most recent Align check-in performance evaluation to receive an equity adjustment.

1. An equity review is typically triggered when there is potential misalignment in:
 - a. Similar job responsibilities
 - b. Comparable experience and qualifications
 - c. Performance level
 - d. Time in role
 - e. Market alignment
 - f. Internal pay relationships
2. Equity adjustments are funded 100% by the department’s budget and require approval by an authorized individual (see [IDA 513 \[superseded by IDA 581, then by IDA 611, and then by IDA 638\]](#)). They can be broken out over multiple budget years if funding is limited or other budget constraints exist.
3. For monthly paid employees, equity adjustments take effect the first of the month following receipt by the approval authority. For bi-weekly paid employees, equity adjustments take effect the beginning of the pay cycle following receipt by the approval authority. Reference PPSM 30, section III.B.5 for Retroactive Salary Actions.
4. Requests for Equity Adjustments

For Campus Staff: Requests for an equity adjustment must be submitted by an employee’s supervisor to local Human Resources/CPO or a central HR Business Partner to determine if an equity adjustment is warranted. After reviewing available funds and conducting an appropriate analysis, the unit can internally approve a salary increase with their approval authority per [IDA 638](#). All other increases will be routed to the proper approval authority for review via a ServiceNow ticket.

For Health Affairs Staff (UCI Health and College of Health Sciences): Requests for an equity adjustment must be submitted by an employee's supervisor to their central HR Business Partner, with review by Compensation and approval handled through the usual HR and leadership channels, per [IDA 638](#).

For Employees: Employees should bring all salary requests or concerns to their supervisor.

F. References

Personnel Policies for Staff Members

- [Policy 21](#), Selection and Appointment
- [Procedure 21.a](#), Background Check
- [Policy 30](#), Compensation

UCI Delegations of Authority

- IDA332 [rescinded 8/21/15], Exceptions to Policy 30.L., Restrictions (Additional Compensation)
- IDA337 [rescinded 8/21/15], Fair Labor Standards Act (FLSA) Exemption Status
- IDA340 [rescinded 8/21/15], Compensation for Health Care Titles
- IDA513, Appointments, Promotions, Demotions Dismissals, and Compensation of Certain Staff Personnel [superseded by IDA581 and then by IDA611, and then by [IDA 638, Appointments, Promotions, Lateral Transfers, Demotions, and Compensation for Certain Staff Personnel \(Career, Contract, and Limited\)](#)]

[UCI Non-Academic Student Employee Guidelines](#)

[UCI Non-Academic Student Employee Guidelines – Non-UC Student Addendum](#)