

# UCR

# PPS Users Group Compensation Update

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**Mission** | *We provide HR leadership and expertise to create and support a high-performing, inclusive workplace which advances UCR's mission and strategic objectives.*

**Vision** | *UCR HR is the benchmark in higher education for visionary and innovative HR strategies and exemplary service delivery.*

# Wage Implementations

- ▶ Recently Completed July 2016:
  - ▶ 99 Non-Represented Merit
    - ▶ Career Tracks Grades +2%; Some Titles Regraded
  - ▶ PA & DX 3% Across the Board Range Adjustment
  - ▶ SX, EX & NX Step Advance

# New SX & EX Procedure

- ▶ SX & EX Probationary Employees
  - ▶ March 10<sup>th</sup> 2016 AFSCME and UC reached settlement agreement to provide within range step increases for employees within their probationary period as follows:
    - ▶ Hired Jan.1<sup>st</sup> - June 30<sup>th</sup> : Department enters 1 Step increase effective first pay period following completion of probationary period.
    - ▶ Hired Jul.1<sup>st</sup> – Dec.31<sup>st</sup> : Department takes no action. Employee provided step increase as part of central wage implementation in July.

# Wage Implementations

- ▶ October 2016
  - ▶ RX, TX & SX - 3% Across the Board Range Adjustment
  - ▶ K5 Skilled Crafts – 3% ATB & Merit Step
    - ▶ Satisfactory = ½ step
    - ▶ More than Satisfactory = 1 step
    - ▶ Excellent = 1 ½ steps
  - ▶ Fair Wage, Fair Work: \$14/hr. Oct. 1<sup>st</sup> 2016
    - ▶ Non-Represented; 50% FTE or more
    - ▶ Casual/Restricted (student) appts. excluded

# General Tips from Compensation

- ▶ Appointments: the employee's position
  - ▶ Include FTE% unless position established BYA
  - ▶ Multiple Appointments:
    - ▶ Exempt positions cannot exceed 100% FTE
    - ▶ Non-Exempt may exceed 100%: Overtime pay
    - ▶ Mixed FLSA exemptions must be reviewed by HR
  - ▶ Beginning date of appointment should mirror beginning date of position.
  - ▶ End date should be entered when appointment ends.

# General Tips from Compensation

- > Distributions: how the position is paid
  - > Regular Pay
    - > Multiple sources = multiple distributions
  - > Other Pay Components
    - > Shift Differential
  - > Pay Components requiring a separate 0% FTE Appointment (fixed amount every pay cycle)
    - > Administrative Stipends
    - > Certification & Specialty Pay

# General Tips from Compensation

- > Internal UCR Hires (no break in service)
  - > Do not update Most Recent Hire Date
  - > End previous appointment
  - > Verify Correct Grade / Correct Step & Rate
  - > Employee Representation / HEERA
    - > Employee Representation Code & Bargaining Unit Code (ERL & EUC) match new appt. (e.g. 99, CX etc.)
    - > Employee Relations Code (EREL) match new appt.
      - > A - Manager, not confidential
      - > C - Supervisor, not confidential
      - > E - All others, not confidential

# Questions?

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