

Administrative Changes in Salary Procedure Guide

The salary approval process for advancement, career change, promotion or demotions varies depending upon the rate of the desired increase or decrease. The following chart summarizes the approval process for changes in salary for classified staff (office/service and managerial/professional employees).

| Change in Position | Change in Salary | Department | Dean | Human Resources | Vice Chancellor | Chancellor |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|-------------------------------------------|-------------------------|
| Promotion Movement between zones - accepts or is reassigned to a new job that is allocated to a higher job family zone. | 0% - 20% | Must seek approval of dean/vice chancellor | Reviews for approval and recommends to vice chancellor | Provides consultation with final review and approval* | Approves or disapproves ** | |
| | > 20% | Must seek approval of dean/vice chancellor | Reviews and seeks approval of vice chancellor | Provides consultation with final review and approval* | If approves, seeks approval of Chancellor | Approves or disapproves |
| Demotion Disciplinary | | Must seek approval of dean/vice chancellor | Reviews for approval and recommends to vice chancellor | Provides consultation with final review and approval* | Approves or disapproves ** | |
| Voluntary Reduction Movement to a lower zone in same job family | | Must seek approval of dean/vice chancellor | Reviews for approval and recommends to vice chancellor | Provides consultation with final review and approval* | Approves or disapproves ** | |
| Transfer Movement to same job family zone in a different Organizational Unit | Treated as a new hire | Must seek approval of dean/vice chancellor | Reviews for approval and recommends to vice chancellor | Provides consultation with final review and approval* | Approves or disapproves ** | |
| Advancement within a zone Assume more duties, projects, or assignments within the same scope or increases level of competencies relevant to their position. | 0% - 10% | Must seek approval of dean/vice chancellor | Reviews for approval and recommends to vice chancellor | Provides consultation with final review and approval* | Approves or disapproves ** | |
| | > 10% | Must seek approval of dean/vice chancellor | Reviews and seeks approval of vice chancellor | Provides consultation with final review and approval* | If approves, seeks approval of Chancellor | Approves or disapproves |
| Career Change Movement to a new Job Family | Treated as a new hire | Must seek approval of dean/vice chancellor | Reviews for approval and recommends to vice chancellor | Provides consultation with final review and approval* | Approves or disapproves ** | |
| Other Salary Adjustments (In the case of a counter offer, staff member must provide evidence of offer from other employer) | | Must seek approval of dean/vice chancellor | Reviews for approval and recommends to vice chancellor | Provides consultation with final review and approval* | Approves or disapproves ** | |
| Performance Increases Only permitted on July 1 or January 1 | 1% - 10% | Must seek approval of dean/vice chancellor | Reviews for approval and recommends to vice chancellor | Provides consultation with final review and approval* | Approves or disapproves ** | |
| | >10% | Must seek approval of dean/vice chancellor | Reviews and seeks approval of vice chancellor | Provides consultation with final review and approval* | If approves, seeks approval of Chancellor | Approves or disapproves |
| Special Note Advancements and Promotions increases | May not exceed 1 occurrence in a fiscal year without prior approval | | | | | |

*Human Resources approval indicates salary complies with classification and campus equity.

**Vice Chancellor may delegate this responsibility