**ANR ADMINISTRATIVE GUIDELINES**

**2014-15 SALARY PROGRAM FOR ACADEMIC AND NON-REPRESENTED STAFF**

**Salary Program Overview**

* The 2014-15 systemwide salary increase is for academics and non-represented career staff employees.
* All SMGs members in accordance with systemwide SMG Program.
* Effective the 2014-15 academic year, academics will receive a three (3) percent salary increase as described below.
* Effective July 2014, non-represented career staff employees will receive a three (3) percent across-the-board salary increase, subject to the exclusions noted below.
* Contract staff appointees are eligible unless excluded in the terms of their contract.

**Academic Guidelines**

The three (3) percent ANR academic salary program will be implemented as follows:

* All ANR academic salaries will be adjusted by 3 percent, including above-scale salaries.
* For those academics with an off-scale salary increment, the 3-percent adjustment will be applied to both the base salary and the off-scale increment.
* The merit program for ANR academics will continue.

**Non-represented Staff Exclusions**

The following staff employee groups are excluded from the 2014-15 salary program:

* Career employees hired May 1, 2014, or later.
* Exclusively represented (union) employees.
* Limited appointments (including rehired retirees in limited appointments).
* Temporary pool employees (floater appointments).
* Student/casual restricted employees.
* Exceptions to the exclusions above must be made to the ANR Staff Personnel Unit (lmmanton@ucanr.edu) who will submit to the ANR Vice President for final decision.

**Process Details**

* Academic employees’ increase will be effective July 1, 2014, and reflected in the August 1, 2014, paycheck.
* Exempt staff employees’ increase will be effective July 1, 2014, and reflected in the August 1, 2014, paycheck.
* For staff employees on a bi-weekly pay cycle, the effective date of the increase will be June 22, 2014.
* The salary increases will be processed in mass by Payroll in coordination with Human Resources and Business Operation Center.