

<b>Responsible Officer:</b>	Associate Vice President
<b>Responsible Office:</b>	<a href="#">Office of the Associate Vice President</a>
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Note: For links to referenced documents see  
Section VI, *Related Information*, below.

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## I. POLICY SUMMARY

- A. This section of the Policy and Procedure Manual for the University of California (UC) Agriculture and Natural Resources (ANR), describes the local implementing procedures for the UC Academic Policy Manual (APM), section IV, *Salary Administration*.
  - B. Nothing contained in these implementing procedures should be read or interpreted to contradict the UC APM. If any provision should contradict the UC APM policy, the UC APM policy shall prevail.
  - C. The information provided below is general, whereas the circumstances associated with specific salaries may be unique. Please contact the Academic Human Resources Manager regarding specific situations about which you have questions or concerns (contact information on page 1 above).
  - D. Selected academic appointees have been assigned to a UC campus with personnel actions approved through campus academic policies and procedures. Thus, those selected academic appointees are subject to campus policies and procedures and are not addressed in UC ANR local implementing procedures. This section of the Policy and Procedure Manual is applicable only to academic appointees subject to UC ANR personnel actions.
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## II. DEFINITIONS

The following definitions are provided within the specific context of this PPM section and may or may not be applicable elsewhere.

- A. **Academic Appointee:** An individual appointed to the position of UC ANR Professional Researcher, Project Scientist, Specialist, Specialist in UC Cooperative Extension, UC Cooperative Extension Advisor, Academic Administrator, or Academic Coordinator.

Note: The Professional Researcher, Project Scientist and Specialist title series are also subject to the Academic Researcher's Unit Memorandum of Understanding ("MOU", a.k.a., collective bargaining agreement). Refer to Section VI, *Related Information*, below for a link to the MOU.

- B. **Base salary:** The annual published on-scale salary specified in the UC salary scales for an academic appointee at a particular rank and step.
- C. **Campus-Based:** Selected academic appointees have been assigned to a UC campus. Most are subject to the campus academic human resources policies and procedures, under the authority of the campus Chancellor as re-delegated to the relevant Dean.
- D. **Off-scale salary:** The salary for an appointment at a certain rank and step is designated as off-scale if the salary is higher than the published salary at the designated rank and step for the academic titles series.

**E. Off-scale increment:** The difference between the off-scale salary and the base salary.

### **III. POLICY TEXT**

#### **A. Starting Salary Levels**

1. Starting salary levels for academic appointees may be found on-line, at the UC ANR Academic Human Resources website (see Item VI, *Related Information* below for link).
2. Starting salary levels for new academic appointees are based on an analysis conducted using an internal formula to determine an equitable recommended salary.

#### **B. Off-Scale Salaries**

##### **1. Eligibility**

Academic appointees are generally eligible for off-scale salaries.

##### **2. Policy**

- a. While maintaining the integrity of the UC salary scales, salaries should be on-scale to the greatest extent possible. Nevertheless, when properly justified, off-scale salaries may be approved to allow increased flexibility in salary administration. For example, an off-scale salary may be approved to meet competitive conditions during new recruitment, retention, or advancement to a position.
- b. An off-scale salary increment is limited to eligible academic appointees continuing in the academic series they occupied at the time the off-scale salary was approved. All off-scale salaries are governed by APM 620.

##### **3. Rationale**

As stated in APM 620, *Off-Scale Salaries for Appointments and Advancements*, salaries should be on-scale to the greatest extent possible. However, certain conditions may justify salaries that differ from the standard salary scales. These include competitive conditions that command a higher salary than permitted by the UC salary scales for a given rank and step, and retention situations where an individual has received a written offer from a comparable institution but at a higher salary.

##### **4. Purpose of Off-Scale Salaries**

An off-scale salary may:

- a. Provide an appropriate competitive salary rate in connection with the recruitment of a candidate for a position.
- b. Provide an appropriate salary rate in order to remain competitive with other

- institutions in specific disciplines.
- c. Provide recognition for exceptional performance in the merit and promotion process.
5. Criteria and Use of Off-Scale Salaries
- a. The criteria for judging the appropriateness of an off-scale salary for an eligible academic appointee include the following:
- i. Market Considerations
- Selected disciplines may command salaries in excess of those permitted by the UC salary scales for a given rank and step. The Vice President will be responsible for obtaining data on salaries in selected disciplines at peer institutions. These data will provide the basis for reviewing off-scale salary recommendations based on discipline-based market considerations.
- ii. Retention
- An academic appointee may receive a bona fide qualified offer from a comparable institution with a higher salary. To retain the services of an academic appointee, it may be necessary to adjust the individual's salary through the off-scale salary policy. Documentation of the competing offer and its terms must be provided along with the recommendation from the UC Cooperative Extension County Director, the Statewide Program/Institute Director, or the Research and Extension Director, and forwarded to the UC ANR Associate Vice President (Associate Vice President).
- b. An off-scale salary may be used:
- i. With promotion from one rank to a higher rank in the same title series or in lieu of that promotion.
- ii. With or in lieu of a within-scale merit increase in salary.

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## IV. COMPLIANCE / RESPONSIBILITIES

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### A. Responsibility

1. Responsibility for recommending an off-scale salary associated with an appointment, retention, merit increase, or a promotion, rests with Academic Human Resources as part of the salary analysis process, or with the Peer Review Committee as part of the advancement process.
2. Responsibility for coordinating the review of recommendations for off-scale salaries and for making decisions regarding such recommendations rests with the Associate Vice President.

**B. Authority**

1. Academic appointee salary scales are issued by UCOP Academic Personnel and available online.
2. Above-scale salaries for all academic appointees are approved in accordance with the Standing Orders of The Regents, Section 101.2, *Compensation*. The Vice President has authority to approve salaries up to and including the Regental compensation threshold.

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**V. PROCEDURES**

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- A. To recommend an off-scale salary for a merit or a promotion the Peer Review Committee will submit a recommendation to the Associate Vice President accompanied by full documentation of the conditions that support the action. The Associate Vice President will review the case and make a decision.
- B. Both annually and in each individual pay period, the base salary and the off-scale increment are displayed separately wherever income and deductions are itemized.

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**VI. RELATED INFORMATION**

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- [Standing Orders of The Regents, Section 101.2, Compensation](#)
- [UCOP Academic Personnel and Programs Compensation](#)
- [UCOP APM 600, General](#)
- [UCOP APM 610, Salary Increases](#)
- [UCOP APM 620, Off-Scale Salaries for Appointments and Advancement](#)
- [UC Academic Researchers Unit MOU](#) (a.k.a., collective bargaining agreement)  
November 8, 2019 – September 30, 2022
- [UC ANR Academic Human Resources](#)

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**VII. FREQUENTLY ASKED QUESTIONS**

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Not used.

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**VIII. REVISION HISTORY**

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**June 2015:** Updated links and format.

**November 2017:** Format updated.

**March 2021:**

Revised for current practices, consistency and clarity, titles and links updated, gender-neutral language incorporated.