

November 23, 2011

RESEARCH UNIT DIRECTORS
RESEARCH PRINCIPAL INVESTIGATORS
RESEARCH MANAGERS
RESEARCH NON-REPRESENTED ACADEMIC APPOINTEES

Dear Colleagues:

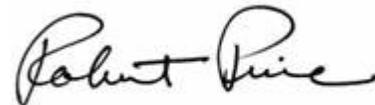
In accordance with the Office of the [President's announcement](#) and the [campus guidelines](#) issued by Vice Provost for the Faculty Janet Broughton, I am pleased to inform you that the 3% salary increase effective October 1, 2011 has been successfully implemented for eligible academic appointees in non-represented titles.

The majority of these increases were processed centrally by the campus Academic Personnel Office in two phases: Ladder rank titles (reflected in November 1 checks) and non-ladder rank titles (*to be* reflected in December 1 checks). A small percentage of records were skipped due to record inconsistencies and will require manual entry in the next payroll cycle. Individuals will be informed if the ladder applies and Research Enterprise Services will be provided instructions for manually entering increases in accordance with established campus procedures.

In consultation with the campus Academic Personnel Office, the attached Supplemental Guidelines have been established and implemented for academic appointees who are funded wholly, or in part, by Units under the purview of the Vice Chancellor for Research.

Please address questions regarding the Supplemental Guidelines or the implementation process for Units reporting to the Vice Chancellor for Research to Academic HR Analyst Laura Mays at 2-9689 or redbeard@berkeley.edu.

Sincerely,



Robert Price
Associate Vice Chancellor
for Research

cc: Vice Chancellor for Research Fleming
Assistant Vice Chancellor Jeffrey
HR Director Bolivar
Budget Director Benker
Academic HR Analyst Mays
Research Enterprise Services

Supplemental Guidelines

Non-Ladder, Non-Represented Academic Salary Increases

Effective October 1, 2011

These guidelines supplement those issued by the Vice Provost for Faculty dated September 21, 2011 and apply to academic appointees who are funded wholly, or in part, by Units under the purview of the Vice Chancellor for Research. All other campus Units and Departments should consult their respective Dean's Offices or the Academic Personnel Office for additional instructions or clarification regarding the implementation of the 10/1/11 salary increases for academics.

ELIGIBILITY

- Eligibility for each individual has been confirmed by the Office of Research based on documentation in his/her personnel file.
- Individuals with active paid appointments as of October 1, 2011 that have or will terminate prior to December 1, 2011, and who meet the established campus criteria, are eligible to receive the increase and retroactive pay for the period from October 1, 2011 through the date of separation.
- Individuals that do not meet the established criteria will be notified directly by this office and will be eligible to receive the increase with a future effective date upon their next satisfactory review.
- Academic retirees on active Recall status effective October 1, 2011 and appointed at a designated percent of time will receive the increase. Recall appointments made on a by- agreement basis are ineligible.

FUNDING SOURCES

- Increases for academics paid on central funds (permanent or temporary) will be funded by Campus.
- Increases for academics paid on extramural funds will be charged to the contract or grant in which the position is budgeted, or funded by the Unit's existing budget.
- Increases cannot be postponed due to lack of funds, nor can eligible participants voluntarily "opt out" from receiving the increase for this reason.

SALARY VALIDATION AND INCREASE CALCULATIONS

- Salary increases for eligible non-represented academics effective October 1, 2011 are limited to approximately 3% in accordance with the established [salary scales](#) issued by the Office of the President.
- Academic increases are calculated based on total annual salary including decoupled increments and summer differentials if applicable. The 3% increase will not be applied to administrative stipends or similar forms of "additional compensation."
- Above-scale, off-scale, decoupled and recall salaries for individuals paid by Units under the purview of the Vice Chancellor for Research have been manually calculated and validated by the Office of Research and reported to the campus Academic Personnel Office for central adjustment.

JOINT APPOINTMENTS

- Ladder rank faculty with joint research or administrative appointments have been centrally adjusted by the Academic Personnel Office in two phases: ladder rank faculty titles (processed on the November 1 pay cycle), and non-ladder rank titles (processed on the December 1 pay cycle). In some cases, faculty may see the increase on their professorial appointment in their November 1 paycheck and the increase on their non-ladder rank appointment (e.g. Director, Researcher, etc.) in their December 1 paycheck. Both increases are effective October 1, 2011, but the retro pay owed may be processed in different pay cycles.

PENDING ACTIONS EFFECTIVE JULY 1, 2011

- Non-ladder rank academics with pending merit or promotion reviews effective July 1, 2011, and who meet the established eligibility criteria, will receive the increase effective October 1, 2011 based on their current rank and step salary. If the final decision on the July 1, 2011 action results in advancement, appointments will be adjusted to reflect the new rank and step salary-retroactive to July 1, 2011 (on the old scales) and the October 1, 2011 increase will be re-adjusted accordingly.
- RES will be responsible for adjusting records to reflect retroactive actions effective July 1, 2011 and resulting re-adjustments for October 1, 2011 increases.

CONTACTS

- Questions regarding these guidelines, including the salary calculation and validation process, should be addressed to Academic HR Analyst Laura Mays at 2-9689, or redbeard@berkeley.edu.
- All other questions should be addressed to the RES HR Generalist assigned to your Unit and/or Principal Investigator.

LINKS

[8/17/11 ANNOUNCEMENT FROM THE OFFICE OF THE PRESIDENT](#)
[9/21/11 CAMPUS GUIDELINES FROM THE VICE PROVOST FOR THE FACULTY](#)
[10/1/11 ACADEMIC SALARY SCALES](#)