



OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
119 CALIFORNIA HALL #1500

BERKELEY, CALIFORNIA 94720-1500

July 1, 2010

UNIT DIRECTORS
ADMINISTRATIVE MANAGERS

RE: Re-delegation of Salary Setting

Dear Colleagues,

As you are aware, Research has gone through dramatic structural changes over the last seven months. As a result we have reviewed our internal processes and with the onset of Career Compass, we no longer see the need to restrict units to salary setting at the midpoint or Step 3. In an attempt to find solutions which alleviate additional workload and encumbrances, I have decided to re-delegate final authority on all staff salary setting actions, including stipends for unrepresented employees. Effective immediately directors now have the authority to approve salary setting actions within their specific unit.

My office will continue to assume full responsibility for managing the Position Resource Tracking (PRT) component of the Berkeley Financial System (BFS). Managers should continue to run reports on staffing within their units, identify required actions needed, such as linking or unlinking individuals, and submit requests directly to Budget Director, Anne Benker at abenker@berkeley.edu in the Office of Research.

The following now applies:

- If approved for an exception to the hiring freeze, directors have authority to set salaries for new hires (full range for open range positions and all steps for step-based positions). Directors are responsible for maintaining internal equity within their unit as well as across campus.
- All transfers, promotions, equity and reclassification salary actions must adhere to PPSM policy 30 or applicable union contracts. Increases may not exceed 25% in a fiscal year without my approval.
- All stipends extended to unrepresented employees must adhere to PPSM policy 30 and may not exceed one year without my approval.

Directors will be responsible to fully comply with campus policy and campus implementing procedures.

I believe this re-delegation is appropriate at this time. Please remember that HR Director Lisa Bolivar is available to you at any time in a consultative role and can be contacted at bolivar@berkeley.edu or x29452.

Sincerely,

A handwritten signature in blue ink, appearing to read "Graham Fleming". The signature is fluid and cursive, with the first name "Graham" written in a larger, more prominent script than the last name "Fleming".

Graham Fleming
Vice Chancellor for Research
Melvin Calvin Distinguished
Professor of Chemistry