

IDA 611

January 22, 2019

VARIOUS OFFICERS AND ADMINISTRATORS

RE: Delegation of Authority – Appointments, Promotions, Lateral Transfers, Demotions, and Compensation of Certain Staff Personnel (Career, Contract, and Limited)

The authority for appointments, promotions, demotions, and compensation of certain staff personnel was delegated to chancellors by Presidential Delegation DA 2087 on September 15, 1997. Subsequently all compensation-related authorities were delegated via Personnel Policy for Staff Members (PPSM)-30, which sets forth provisions related to compensation. Personnel Procedures for UCI Staff Members (Procedure)-30 provides information concerning the UC policy's implementation at UCI. Regents Policy 7706 allows chancellors to delegate authority to approve appointments for rehired retirees. I am redelegating certain of the above referenced authorities as follows:

In accordance with PPSM and UCI Procedures, the following individuals are authorized to approve the actions listed below:

1. **All approval authorities herein are only for actions for positions that fall under the Indexed Compensation Level (ICL)**, the total cash compensation benchmark for certain compensation approval and reporting requirements. The ICL is adjusted annually in accordance with the California Consumer Price Index (CPI) Urban Consumers for all items as determined by the Bureau of Labor Statistics and as reported to the Board of Regents.
2. All actions must follow the “one-step-up” rule where supervisors must consult their supervisor before approving an action for an employee that directly reports to them.
3. Unless otherwise specified, the authorities detailed in the table below may be redelegated, however any redelegation must be reviewed and approved by the Associate Chancellor/Chief Human Resources Executive and processed in accordance with UCI Sec. 103-12: Delegation of Authority and Signature Authorization Guidelines.

Authorities			
Position Titles	Associate Chancellor/ Chief Human Resources Executive	Provost and Executive Vice Chancellor Associate Chancellor/Chief of Staff Associate Chancellor/Chief Human Resources Executive Vice Chancellors Associate Provost and Executive Vice Chancellor Deans (including Health Sciences) University Librarian–Libraries Director–Intercollegiate Athletics Associate Vice Chancellor– Enrollment Management Chief Information Officer and Associate Vice Chancellor– Information Technology Chief Innovation Officer and Executive Director–Applied Innovation <u>UCI Health System:</u> ¹ Chief Financial Officer Chief Information Officer Chief Medical Officer Chief Nursing Officer Chief Operating Officer	Associate Chancellors Associate Provost and Executive Vice Chancellor Associate University Librarian, Administrative Services–Libraries Sr. Associate Vice Chancellor, Administration– Research Associate Vice Chancellor, Administrative Operations & Research Program Services– Research Associate Vice Chancellor, Division of Finance and Administration–Division of Finance and Administration Associate Vice Chancellor, Finance & Administration–University Advancement & Alumni Relations Associate Vice Chancellor, Auxiliary Services & Business Enterprises–Student Affairs Assistant Vice Chancellor/Chief of Staff, Communications & Special Programs–Student Affairs Associate Dean, Administration–Health Sciences Associate Dean, Finance & Clinical Operations– Health Sciences Assistant Deans of Administration (Schools)
All Compensation Actions	Review and approve total compensation, including \$230,000 or greater. Coordinate additional approval by the Chancellor, President, or The Regents, as required. ³	Total compensation (base, stipend, incentive, etc.) <u>up to</u> \$230,000. All actions must follow the “one-step-up” rule where supervisors must consult their supervisor before approving an action for an employee that directly reports to them.	
Appointment Salaries (Career, contract, limited)	Appointment rates, including those <u>above</u> the midpoint of the assigned salary range, following consultation with Human Resources.	Appointment rates <u>up to</u> the midpoint of the assigned salary range.	
Salary Increase (all base-building actions)²	Salary increases, including those <u>exceeding</u> 15%.	Salary increases <u>up to</u> 15%.	
Salary Increases with Lateral or Lower Salary Grade Transfer	Salary increases <u>upon lateral transfer or transfer to a classification with a lower salary grade</u> . Consultation with Human Resources is recommended. Must follow other salary increase parameters.		
Stipends	Administrative stipends <u>more than</u> 12 months in duration and/or <u>exceeding</u> 24.4% of the current base salary. ³	Administrative stipends of <u>not more than</u> 12 months in duration exceeding 15%, but <u>no more than</u> 24.4% of the current base salary.	Administrative stipends <u>up to</u> 15% of the current base salary, and <u>not more than</u> 12 months in duration.

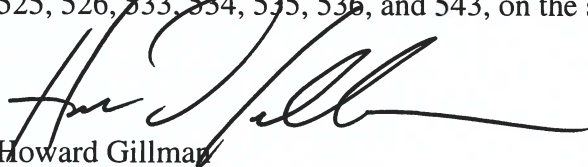
Rehired Retirees	Appointments for rehired retirees consistent with Regents Policy 7706 for actions not exceeding the Indexed Compensation Level. May sign as "Executive Officer." ³	Authorized to sign as "Dean/Director/Principal Officer" on the Retired Employee Approvals Form (UBEN 138). ³	Any department head whether listed above or not may sign as "Department Head" on the Retired Employee Approvals Form (UBEN 138).
Merit Programs	Determine eligibility for merit and annual salary increases. ³	Perform merit calibrations; determine merit levels and merit award amounts. [Supervisors make merit level recommendations.]	

¹ **UCI Health System:** all compensation actions must also follow the health system internal approvals process coordinated by Medical Center Human Resources.

² **Salary increases considered base-building actions** include appointment salaries (new hires), reclassifications, equity actions, or lateral transfers (any UC location).

³ This authority may not be further redelegated.

This redelegation supersedes my March 8, 2017, delegation of authority, IDA 581 and all previous redelegations, IDAs 387, 389, 390, 427, 438, 456, 461, 468, 489, 497, 499, 507, 511, 525, 526, 533, 534, 535, 536, and 543, on the same subjects.



Howard Gillman
Chancellor

- cc: Office of Campus Counsel
 Assistant Vice Chancellor–Accounting & Fiscal Services
 Executive Director, Campus–Human Resources
 Executive Director, Health Sciences–Human Resources
 Executive Director, Medical Center–Human Resources
 Director–Internal Audit
 Manager–Administrative Policies