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 delegating 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 re-delegated, however any re-delegation 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.
<table>
<thead>
<tr>
<th>Position Titles</th>
<th>Authorities</th>
</tr>
</thead>
</table>
| 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  
UCI Health System: 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.) up to $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 above the midpoint of the assigned salary range, following consultation with Human Resources.  
Appointment rates up to the midpoint of the assigned salary range. |

| Salary Increase (all base-building actions)² | Salary increases, including those exceeding 15%.  
Salary increases up to 15%. |

| Salary Increases with Lateral or Lower Salary Grade Transfer | Salary increases upon lateral transfer or transfer to a classification with a lower salary grade. Consultation with Human Resources is recommended. Must follow other salary increase parameters. |

| Stipends | Administrative stipends more than 12 months in duration and/or exceeding 24.4% of the current base salary.³  
Administrative stipends of not more than 12 months in duration exceeding 15%, but no more than 24.4% of the current base salary.³  
Administrative stipends up to 15% of the current base salary, and not more than 12 months in duration. |
<table>
<thead>
<tr>
<th>Rehired Retirees</th>
<th>Appointments for rehired retirees consistent with Regents Policy 7706 for actions not exceeding the Indexed Compensation Level. May sign as &quot;Executive Officer.&quot; ²³</th>
<th>Authorized to sign as “Dean/Director/Principal Officer” on the Retired Employee Approvals Form (UBEN 138). ³</th>
<th>Any department head whether listed above or not may sign as “Department Head” on the Retired Employee Approvals Form (UBEN 138).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit Programs</td>
<td>Determine eligibility for merit and annual salary increases.¹</td>
<td>Perform merit calibrations; determine merit levels and merit award amounts. [Supervisors make merit level recommendations.]</td>
<td></td>
</tr>
</tbody>
</table>

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, 833, 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