I. REFERENCES AND RELATED POLICIES
UCSD Implementing Procedures (HR-S-1) – 30/Salary

II. POLICY
A. Appointment Rates
The salary of a person newly appointed in a casual-restricted position outside of the Assistant series shall be established between the minimum and the midpoint of the salary range, subject to availability of funds and internal equity considerations. Appointments above the range midpoint require approval by Human Resources via the Career Services Center’s Job Opportunities Program (JOP).

The salary of a person newly appointed in a casual-restricted position within the Assistant series must be in the established salary range of the assigned title code. As a guideline, a comparison should be made of the duties and responsibilities of the Assistant series appointment to those of a like staff position and the resultant salary should be comparable.

B. Merit Increases / Casual Increases
This section found in the UCSD Implementing Procedures (HR-S-1) is not applicable to casual-restricted employees.

C. Salary Increases for Casual-Restricted Appointments
Students employed in casual-restricted appointments are eligible for a merit increase after completing twelve months on pay status since the most recent date of hire or last with-in range increase. Months on pay status need not be consecutive allowing service after the summer break to be added to service prior to the summer break. Increases are effective the first day of the next bi-weekly or monthly pay period following completion of the twelve-month requirement, depending upon the incumbent’s pay schedule. Percent of increase may vary annually and is determined by the UCSD Compensation Manager.

D. Promotion, Reclassification, Demotion or Transfer
1. Promotion or Upward Reclassification - refer to
   http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html

2. Demotion or Downward Reclassification - refer to
   http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html

3. Lateral Transfer or Reclassification - refer to
   http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html
30/Salary

4. In determining the appropriate amount of increase or decrease for the promotion, reclassification, demotion or transfer of a position in the Assistant series, consideration should be given to the differences in responsibilities between the old and new position, length of service, performance, relative placement in the new salary range in relation to the midpoint and in relation to other employees in the unit, and to the availability of funds. The resultant salary should be comparable to a like staff position.

E. Equity Increases
Base-building equity increases may be approved for non-probationary employees due to a variety of situations that represent a salary inequity. Such situations include, but are not limited to:

1. An internal inequity between two or more positions.
2. Assignment of high-level functions that do not warrant reclassification to a higher salary.
3. Position-related skill acquisition that represents more than normal job growth.
4. External market factors as evidenced by a valid salary survey, recruitment and retention experience.
5. Retention.

Equity increases, if approved, are effective the first day of the next bi-weekly or monthly pay period following receipt of the request, depending upon the incumbent’s pay schedule.

F. Six-Month Increases
This section found in the UCSD Implementing Procedures (HR-S-1) is not applicable to casual-restricted employees.

G. Administrative Stipend for Temporary Assignments
Refer to http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html

Initial stipend requests and extensions beyond one year require approval by the Career Services Center’s Job Opportunities Program (JOP).

H. Perquisites
Refer to http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html
III. **RESPONSIBILITY**

Refer to [http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html](http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html)

A. The Human Resources Department is responsible for:
   1. Adjusting salary ranges.
   2. Developing merit increase guidelines and ensuring budgetary control of merit increases.
   3. Approving exceptions to salary policy limitations where appropriate.

B. The Career Services Center’s Job Opportunities Program is responsible for:
   1. Approving equity increases.
   2. Approving stipends.