Represented Clerical/Administrative Employees to Receive Across-the-Board and Merit Pay Increases

Following the December 13, 2011 UC-CUE contract ratification, employees in the Clerical/Administrative (CX) bargaining unit, will receive a 3% range adjustment effective February 5, 2012 (for biweekly-paid employees) and February 1st (for monthly-paid employees). With this increase, employees paid within the range will receive a 3% wage increase. Employees whose pay exceeds the old salary range maximum (before the increase is applied) are eligible for an increase only up to the new salary range maximum.

The salary steps for Clerical/Administrative staff have changed from half-steps to whole-steps, also effective in February. The new salary step structure is available in PeopleSoft and on the UCDHS Human Resource Compensation Unit webpage at http://www.ucdmc.ucdavis.edu/hr/hrdepts/compensation/. The link shows the new salary step rates based on the old and new step structure.

Eligible Clerical/Administrative staff will also receive a one-step (2%) merit increase, effective February 5th (biweekly) and February 1st (monthly). Eligible employees must be career and non-probationary with a rating of at least satisfactory or meets expectations on the most recent performance evaluation. Employees with salaries at or above the range maximum will not be eligible for the increase. Systems updates for the merit increase will be completed on February 10, 2012.

Bi-weekly paid employees should see these wage increases reflected on the February 29th paycheck, while monthly employees will receive it on the March 1st paycheck.

Lump Sum Payment and Increased Employee Pension Contributions.

Eligible career employees will receive a one-time non-base building lump sum payment based upon 3% of the employee’s actual earnings for the period 7/1/2011 – 1/31/2012, after deducting appropriate taxes and the 1.5% increased employee pension contributions for this period (3.5% in total). The lump sum is considered covered, retirement-eligible compensation. To be eligible, career employees must have been employed in the Clerical/Administrative bargaining unit on December 13, 2011 and remain in the unit until payment is made.

It is anticipated that the lump sum payment will be issued on the May 9, 2012 paycheck for biweekly paid employees and May 1st for monthly paid.

Questions can be directed to the Compensation Unit at 734-5009.