

November 2, 2020

Berkeley Campus Salary Freeze and E&I Internal Review Process

Effective May 18, 2020, Chancellor Christ announced a one-year salary freeze on staff and faculty salaries. The salary freeze impacts actions related to equity and reclassification (base-building) salary increases and is *irrespective of funding source*. Requests for exception may be submitted to the campus Finance Committee (FC) with VCEI approval. The salary freeze does not impact administrative stipends. Please review the campus [FAQs](#).

Prior to submitting a salary freeze request for exception, be sure to review the [Compensation webpage](#) on salary setting guidelines and factors to consider on proposed salary increases for non-represented employees. For equity requests pertaining to represented employees, in consultation with E&I HR Manager Debbie Fong, submit a request to Labor Relations for union review and approval prior to E&I review.

Details on the submission process is below. **The weekly deadline for salary freeze requests is Tuesdays, 5:00 PM.**

Supervisor:

- Discuss and seek agreement on the proposed salary increase with the AVC/L4 Lead who provides access to the unit's L4 E&I Salary Freeze Request google sheet;
- Consult with the Financial Analyst (FA) on ongoing funding availability/budget constraints and get next level authority sign off on the proposed salary;
- Send a salary increase request, along with brief (2 paragraph max.) justification, to People & Culture Compensation (salary-increase-request@berkeley.edu) for their review and salary equity analysis prior to completing the google sheet.* Copy Debbie (dafong@berkeley.edu) on the submission.
**Compensation will respond within 2 business days. The response will include the average salary and average compa ratio for the individual's payroll title [if not provided], along with information regarding potential disparate pay concerns for the proposed salary increase.*
- Complete the E&I Salary Freeze Request google sheet in consultation with your FA or E&I HR Manager. Under the "Additional Comments" column, add Compensation's support and date provided. Limit character counts within cells to 500 characters. (The last four columns of the sheet are for your reference, to help with character counts.) If needed, attach additional justification in a separate attachment.
- Once complete, alert your AVC/L4 Lead to review and add their initials and date on the request row.

AVC/L4 Leader

- Review request and (*if approved*) add initials and submission date on the request row. Alert E&I HR Manager (dafong@berkeley.edu) to the request.

E&I Review Team

- HR Manager will add completed requests to the E&I salary template/master spreadsheet and indicate on the L4 google sheet that the request has been submitted. Incomplete requests or requests not received by the deadline will be compiled the following week for consideration.
- The E&I Review Team consisting of VCEI, AVC/COS, DFL and HRM reviews requests on Thursdays. Requests approved by the VCEI are added to an EVCP master google sheet and submitted to the EVCP Office by noon on Fridays for review by the Finance Committee the following week.
- Requests requiring more details or denied by the VCEI will be communicated to the AVC/L4 Lead and supervisor with rationale.
- Once the Finance Committee makes their decision, the EVCP office notifies the VCEI within the week.
- The E&I Review Team notifies the AVC/L4 Lead and supervisor of the EVCP notification soon after.

Supervisor: If the increase is approved, open a ServiceNow ticket for the salary increase action. Attach the email notification to the ServiceNow ticket as Finance Committee approval.