

**To: UC Irvine CAMPUS
EDB Preparers / Reviewers**

**University Health Care Professional Employees (HX) – 2% Across the Board Increase;
Step Increase**

The following compensation provisions are being implemented in accordance with the collective bargaining agreement between the University of California and the University Professional and Technical Employees (UPTE) bargaining unit contracts for HX-represented employees.

I. 2% Across the Board Increase

- Effective January 1, 2016, for monthly paid employees and January 3, 2016 for biweekly paid employees, the University will increase all HX Health Care Professional salary ranges by 2% resulting in a 2% salary increase for all eligible employees.
- Eligible employees include those in the HX bargaining unit who are on active status or on an approved leave with pay on the effective date of the increase and the date of payout.
- The new rates will be reflected on February 1, 2016, paycheck for monthly paid employees and January 27, 2016, paycheck for biweekly paid employees.
- All increases will be processed centrally.
- The Title and Pay Plan for Staff will be updated on January 1, 2016.

II. Step Increase

- Effective January 1, 2016, for monthly paid employees and January 3, 2016 for biweekly paid employees; all eligible non-probationary career employees who have earned a rating of satisfactory or better on their most recent performance evaluation shall receive a within range step increase up to the maximum step of the range.
- Eligible employees include those in the HX bargaining unit who are on active status or on an approved leave with pay on the effective date of the increase and the date of payout.
- The new steps will be reflected on February 1, 2016, paycheck for monthly paid employees and January 27, 2016, paycheck for biweekly paid employees.
- All increases will be processed centrally.

Order of Above Increases – If more than one hourly wage adjustment takes place on the same date, actions occur in the following order:

- a. Salary Range Adjustment (2% Across-the-Board Increase)
- b. Step Increase

Salary Implementation Timetable	MO	BW
In order to meet the January payroll deadlines, it is necessary to begin the salary implementation process on	January 11	January 8
The last day that you may update the EDB/PPS database for HX represented employees is	January 10	January 7
Do not update the database for any HX represented employees: the database will be "frozen" until the system salary implementation process is completed.	January 11 through January 14	January 8 through January 13
In order to allow preparers time to enter any additional revisions prior to the MO and BW cutoff, the salary implementation process will be completed by	January 14	January 13
Units may again begin to update personnel actions for all HX represented employees on	January 15	January 14

Please share this information with all other staff in your school / department / coordinating point who need to be aware of the salary implementation processing timetable in order to plan their workload accordingly. This notice can be also found on the HR website.

If you have any questions regarding this salary implementation, please contact Brian Johnson at bjohnson@uci.edu or (949) 824-8031.