Equity Increase

For non represented employees, authority to approve equity increases is determined by placement in the salary range and the amount of the increase.

**Salary Range**

- **Midpoint**
- **Increases above the max must be approved by the VC**
- **Consult Comp for increases above the midpoint and above 10% if the salary is already above the salary range midpoint**
- **Divisions have authority up to the midpoint of the range, or up to 10%**

**Equity Approval Matrix**

- **Yes**
  - Is request within dept authority?
  - Is request within the salary range?
  - Salary Setting Authority: https://hr.berkeley.edu/compensation-benefits/compensation/compensation-compliance
  - HR will contact Compensation at salary-increase-request@berkeley.edu and complete the Equity Increase Request form to request any increase outside of departmental authority. Comp will perform an equity review to determine if the increase is supportable and share it's findings.
  - The home department will contact the Control Unit Administrator for the appropriate Vice Chancellor for approval
  - If Comp does not support the increase, approval must be obtained from the Chancellor and EVCP.
- **No**
  - The manager reaches out to their HR Partner to start the process.

**Represented**

- **Equity requested by manager**
- The manager reaches out to their HR Partner to start the process.
- HR will contact Compensation at salary-increase-request@berkeley.edu and complete the Equity Increase Request form to request an increase. Comp will perform an equity review to determine if the increase is supportable and share it's findings.
- If supported, Comp will contact Labor Relations (ELR) to facilitate bargaining unit engagement.
- If supported without objection, the increase can be implemented retroactively to start of process.
- ELR will notice the bargaining unit, who have 30 days to respond with any objections.

**Non Represented**

- **Equity requested by manager**
- The manager reaches out to their HR Partner to start the process.
- HR will contact Compensation at salary-increase-request@berkeley.edu and complete the Equity Increase Request form to request an increase. Comp will perform an equity review to determine if the increase is supportable and share it’s findings.
- If supported without objection, the increase can be implemented retroactively to start of process.

**Salary Approval Matrix**

- For non represented employees, authority to approve equity increases is determined by placement in the salary range and the amount of the increase.

**Equity Increase Request form:**
https://docs.google.com/forms/d/e/1FAIpQLScK_Epyleg64Mn/RBiis7ag6ZM_cosW/1k3DTunB-U0tq/viewform

**Salary Setting Authority:**
https://hr.berkeley.edu/compensation-benefits/compensation/compensation-compliance

**HR** will follow departmental procedures and cc: salary-increase-request@berkeley.edu on any approval emails.