

**COMMITTEE ON COMPENSATION:  
MARCH 2008**

**SALARY ADJUSTMENT FOR ANNE L. SHAW AS ASSOCIATE SECRETARY OF  
THE REGENTS**

The President recommended that the Committee on Compensation recommend to the Regents approval of a salary adjustment for Anne L. Shaw based on the additional permanent responsibilities added to her position as Associate Secretary of The Regents. The addition of these responsibilities has already been incorporated into her job classification through the standard administrative process within the Office of the President.

- (1) Salary adjustment of \$20,800 (19.2 percent over her annual base salary), from \$108,600 to \$129,400, effective retroactively to February 1, 2008. Since this recommendation would eliminate her stipend of \$16,284, the actual salary adjustment would be 3.6 percent over her total annual salary of \$124,884.

Additional items of compensation include:

- Per policy, standard Pension and Health and Welfare benefits.

The compensation described above shall constitute the University's total commitment until modified by the Regents and shall supersede all previous oral or written commitments.

**BACKGROUND**

During the last year, the functions of the Office of the Secretary and Chief of Staff have been expanded to include the new chief of staff function. During this expansion, and for many months before that, Anne Shaw has handled a significant portion of the responsibilities of the Secretary function in order to permit the Secretary and Chief of Staff to concentrate on the new chief of staff function. The expansion has doubled the size of the office and added many new detailed and time-consuming tasks. As a result, Ms. Shaw has been assigned on a permanent basis certain tasks that were previously the responsibility of the Secretary. She now supervises the meeting minute writers and is responsible for certain duties of the Secretary during the Board meetings in order to permit the Secretary and Chief of Staff to work with Regents and other meeting participants in her role as chief of staff. The stipend that Ms. Shaw has been receiving will be eliminated effective with the implementation of this salary adjustment.

This recommendation incorporated a review of comparable positions in the Office of the President. Based on this and Ms. Shaw's more than 25 years of service with the University of California, her performance and contributions, the recommended salary at the 75<sup>th</sup> percentile of MSP Grade IV is appropriate.

[Compensation form attached.]

Grade Change and Salary Adjustment for Anne L. Shaw as Associate Secretary of The Regents  
 Position not Slotted in SLCG  
 Page 1 of 2

ITEM	RECEIVING		AMOUNT	EXCEPTION TO POLICY	APPROVAL REQUIRED
	YES	NO			
<b>SALARY AND OTHER CASH PAYMENTS</b>					
· Annual Base Salary	X		\$129,400	NO	REGENTS
· Health Sciences Compensation Plan		X			
· Additional Salary (Stipend, add-ons, etc.)		X			
· Clinical Enterprise Management Recognition Plan		X			
· Any other bonuses/Incentives:		X			
· Annual Incentive Plan (Treasurer's Office only )		X			
· Senior Management Supplemental Benefit Program		X			
<b>BENEFITS AND PERQUISITES</b>					
· Standard Benefits Package (Health, UCRP, Vision, Dental, etc.)	X			NO	
· Automobile Allowance		X			
· Leased Automobile		X			
· Senior Manager Life Insurance		X			
· Executive Business Travel Insurance		X			
· Exec. Salary Continuation for Disability		X			
· Mortgage Origination Program (MOP) Loan		X			
· Supplemental Home Loan Program (SHLP)		X			
· University-provided Housing (President/Chancellors)		X			
· Educational Expenses		X			
· Other Perqs - please list below		X			
<b>ONE-TIME PAYMENTS/REIMBURSEMENTS</b>					
· Payment in Lieu of Sabbatical Pay		X			
· Relocation Allowance		X			
· Temporary Housing Allowance		X			
· Payment in lieu of Vacation Pay		X			
· Moving Expenses/Movement Household		X			
· House-hunting trips		X			

Grade Change and Salary Adjustment for Anne L. Shaw as Associate Secretary of The Regents  
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 Page 2 of 2

ITEM	RECEIVING		AMOUNT	EXCEPTION TO POLICY	APPROVAL REQUIRED
	YES	NO			
<b>FUTURE BENEFITS</b>					
· Post-retirement Employment Agreements		X			
· Consultant/Independent Contractor Compensation Agreement		X			
· Severance/Separation Agreement		X			
· Sabbatical/Administrative Leave		X			
· Special Health Benefits or Other Benefits		X			
<b>OTHER</b>					
· Administrative Fund Allocation		X			
· Corporate Board Service		X			
· Other (Specify)		X			
<b>TOTAL ANNUAL EMPLOYEE COMPENSATION</b> (Including, if applicable, Salary, Perquisites, One-time Payments, Future Benefits, and Other)					
			\$129,400		REGENTS

[Please note that all payments, reimbursements, special benefits, etc. should be listed on this form in order to be authorized by the President and the Regents. This information will be released to the public].

The only compensation permitted is what is listed on the summary page that accompanied the item.