

2. Chancellor/Executive Vice Chancellor Delegations of Authority

This documents authorities delegated to the *Administrative Officers* of the Chancellor's Office, Executive Vice Chancellor's Office, Human Resources, Planning & Budget, and University Advancement (i.e., Executive Assistant to the Chancellor, Executive Assistant to the EVC, Assistant Chancellor -- Human Resources, Associate Chancellor -- Planning & Budget, Assistant Chancellor -- University Advancement) and the *Directors* of Academic Human Resources, Staff Human Resources, Affirmative Action, and Title IX.

Item Number	Delegation	Authority
	Employment	
1	Selection/Hiring Staff (open provision or casual position)	Administrative Officer/Director -- <i>Requires notification to the Chancellor/EVC Service Center for selection actions that result in permanent funding costs not covered by delegations #2 and #3 below.</i>
2	Appointments made above minimum of salary range (all programs), including above midpoint in A&PS & MAP	Administrative Officer
3	Determination of 0 - 15% increase upon promotion (via recruitment for A&PS & MAP)	Administrative Officer
4	Waiver of recruitment (casual position)	Administrative Officer/Director
5	Waiver of recruitment (career position)	Asst Chancellor -- HR
6	Employment of near relatives	Director, SHR
7	Moving expenses, including exception to 50% limit for employees new to UC system	Administrative Officer/Director
	Classification and Pay	
8	Classification authority for staff and A&PS positions (note: a Unit Head may be redelegated authority for the classification of specific titles)	Director, SHR
9	Classification authority for MAP positions	Chancellor/EVC
10	Exceptions to classification, staff and A&PS positions	Chancellor/EVC
11	Classification review request approval	Administrative Officer
12	Exception to effective date of reclassification	Administrative Officer
13	Determination of 0 - 15% increase upon reclassification for A&PS & MAP	Administrative Officer
14	Stipend, temporary reclassification or temporary promotion to perform duties at higher classification or grade -- up to one year and intra-unit	Administrative Officer/Director
15	Stipend or temporary promotion to perform duties at higher classification or grade -- beyond one year and intra-unit, or inter-unit	Vice Chancellor
16	Merit increase (ensures compliance with control figure)	Administrative Officer/Director
17	Six-month increase	Administrative Officer/Director
18	Casual increase	Administrative Officer/Director
19	Equity increase, temporary	Administrative Officer/Director

Chancellor/EVC Delegations of Authority

Item Number	Delegation	Authority
20	Equity increase, permanent	Administrative Officer
21	Exception to salary adjustment upon reclassification, demotion (including "red-circling"), transfer, or promotion and 15% limit on equity and stipend amounts	Chancellor/EVC
22	MAP Incentive Awards	Chancellor/EVC
23	A&PS and Staff Awards	Administrative Officer
24	Mandatory meal and housing perquisite values	Assistant Chancellor -- HR
25	Uniform allowance (i.e., police & fire)	Police Chief, Fire Chief
	Change in Appointment Attributes	
26	Casual to career (position previously recruited and unit has open provision)	Administrative Officer/Director -- <i>If there are permanent funding costs associated with action, Director requires approval of Administrative Officer.</i>
27	Change in % time (increase to a career position when unit has permanent funding to cover increase, or increase or decrease to a casual position)	Administrative Officer/Director -- <i>If there are permanent funding costs associated with action, Director requires approval of Administrative Officer.</i>
28	Renewal of Appointment (extension of time - casual position)	Administrative Officer/Director
29	Fund change	Administrative Officer/Director
	Leaves	
30	Designation of emergencies and University functions for the purpose of defining administrative leave with pay	Executive Vice Chancellor
31	Approval of leave without pay up to one year	Administrative Officer/Director
32	Approval of leave with pay -- extended sick leave	Administrative Officer/Director
33	Extension of leave without pay beyond one year	Chancellor/EVC
34	Administrative leave with full or part pay -- MAP	Chancellor/EVC
35	Educational leave -- MAP	Chancellor/EVC
	Overtime	
36	Dual Employment (additional appointment results in more than 100% time) -- non-exempt positions	Unit Heads of home unit and new unit. If one appointment is academic, requires appropriate Dean's approval.
37	Approval of intermittent overtime	All Unit Heads
38	Alternate work schedules	All Unit Heads
39	Compensatory time off -- extension of 6-month limit (non-represented staff)	All Unit Heads
	Separation	
40	Release during probationary period; acceptance of resignation; ending casual appointment; layoff; dismissal	All Unit Heads
41	Pay in lieu of notice of dismissal	Administrative Officer/Director
42	Medical separation	Director, SHR