

### 3. Executive Vice Chancellor Delegations of Authority

Effective Date: December 1, 1994

This documents authorities delegated to the Dean of Natural Sciences, the Dean of Social Sciences, the Dean of Humanities, the Dean of the Arts, the Director of Lick Observatory, the Dean of University Extension and Summer Session, and the University Librarian.

Item Number	Delegation	Authority
	<b>Employment</b>	
1	Selection/Hiring Staff (open provision or casual position)	Dean/Director/University Librarian
2	Appointments made above minimum of salary range (all programs), including above midpoint in A&PS & MAP	Dean/Director/University Librarian
3	Determination of 0 - 15% increase upon promotion (via recruitment for A&PS & MAP)	Dean/Director/University Librarian
4	Waiver of recruitment (casual position)	Dean/Director/University Librarian
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	Dean/Director/University Librarian
	<b>Classification and Pay</b>	
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	VC -- EVC
10	Exceptions to classification, staff and A&PS positions	VC -- EVC
11	Classification review request approval	Dean/Director/University Librarian
12	Exception to effective date of reclassification	Dean/Director/University Librarian
13	Determination of 0 - 15% increase upon reclassification for A&PS & MAP	Dean/Director/University Librarian
14	Stipend, temporary reclassification or temporary promotion to perform duties at higher classification or grade -- up to one year and intra-unit	Dean/Director/University Librarian
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)	Dean/Director/University Librarian
17	Six-month increase	Dean/Director/University Librarian
18	Casual increase	Dean/Director/University Librarian
19	Equity increase, temporary	Dean/Director/University Librarian
20	Equity increase, permanent	Dean/Director/University Librarian
21	Exception to salary adjustment upon reclassification, demotion (including "red-circling"), transfer, or promotion and 15% limit on equity and stipend amounts	VC -- EVC
22	MAP Incentive Awards	VC -- EVC
23	A&PS and Staff Awards	Dean/Director/University Librarian
24	Mandatory meal and housing perquisite values	Assistant Chancellor -- HR

EVC Delegations of Authority

Item Number	Delegation	Authority
25	Uniform allowance (i.e., police & fire)	Police Chief, Fire Chief
<b>Change in Appointment Attributes</b>		
26	Casual to career (position previously recruited and unit has open provision)	Dean/Director/University Librarian
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)	Dean/Director/University Librarian
28	Renewal of Appointment (extension of time - casual position)	Dean/Director/University Librarian
29	Fund change	Dean/Director/University Librarian
<b>Leaves</b>		
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	Dean/Director/University Librarian
32	Approval of leave with pay -- extended sick leave	Dean/Director/University Librarian
33	Extension of leave without pay beyond one year	VC -- EVC
34	Administrative leave with full or part pay -- MAP	VC -- EVC
35	Educational leave -- MAP	VC -- EVC
<b>Overtime</b>		
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	Dean/Director/University Librarian
38	Alternate work schedules	Dean/Director/University Librarian
39	Compensatory time off -- extension of 6-month limit (non-represented staff)	Dean/Director/University Librarian
<b>Separation</b>		
40	Release during probationary period; acceptance of resignation; ending casual appointment; layoff; dismissal	Dean/Director/University Librarian
41	Pay in lieu of notice of dismissal	Dean/Director/University Librarian
42	Medical separation	Director, SHR