

4. VC -- Business and Administrative Services Delegations of Authority

Effective Date: November 1, 1999

This documents authorities delegated to the unit heads of Capital Planning & Space Management; CATS; EH&S; Financial Affairs; Fire Prevention Services; IPMTS; Internal Audit; Materiel Management; Office of Planning and Analysis; Physical Plant; Physical Planning and Construction; Police; and Santa Clara Valley Initiatives.

Item Number	Delegation	Authority
	Employment	
1	Selection/Hiring Staff (open provision or casual position)	Unit Head
2	Appointments made above minimum of salary range (all programs)	Unit Head
3	Determination of 0 - 15% increase upon promotion (via recruitment for PPS & MSP)	Unit Head
4	Waiver of recruitment (casual position)	Unit Head
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	Unit Head
	Classification and Pay	
8	Classification authority for staff positions (note: a Unit Head may be redelegated authority for the classification of specific titles)	Director, SHR
9	Classification authority for MSP positions	Asst VC -- BAS
10	Exceptions to classification, staff and PPS positions	Asst VC -- BAS
11	Classification review request approval	Unit Head
12	Exception to effective date of reclassification	Unit Head
13	Determination of 0 - 15% increase upon reclassification for PPS & MSP	Unit Head
14	Stipend, temporary reclassification or temporary promotion to perform duties at higher classification or grade -- up to one year and intra-unit	Unit Head
15	Stipend or temporary promotion to perform duties at higher classification or grade -- beyond one year and intra-unit, or inter-unit	Asst VC -- BAS
16	Merit increase (ensures compliance with control figure)	Asst VC -- BAS
17	Six-month increase	Unit Head
18	Casual increase	Unit Head
19	Equity increase, temporary	Unit Head
20	Equity increase, permanent	Unit Head
21	Exception to salary adjustment upon reclassification, demotion (including "red-circling"), transfer, or promotion and 15% limit on equity and stipend amounts	Asst VC -- BAS

VC -- BAS Delegations of Authority

Item Number	Delegation	Authority
22	MSP Incentive Awards	Asst VC -- BAS
23	PPS and Staff Awards	Asst VC -- BAS
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)	Unit Head
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)	Unit Head
28	Renewal of Appointment (extension of time - casual position, or career position an end date for budgetary purposes only)	Unit Head
29	Fund change	Unit Head
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	Unit Head
32	Approval of leave with pay -- extended sick leave	Unit Head
33	Extension of leave without pay beyond one year	Asst VC -- BAS
34	Administrative leave with full or part pay -- MSP	VC -- BAS
35	Educational leave -- MSP	VC -- BAS
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	Unit Head
38	Alternate work schedules	Unit Head
39	Compensatory time off -- extension of 6-month limit (non-represented staff)	Unit Head
Separation		
40	Release during probationary period; acceptance of resignation; ending casual appointment; layoff; dismissal	Unit Head
41	Pay in lieu of notice of dismissal	Unit Head
42	Medical separation	Director, SHR