

5. VC -- Student Affairs Delegations of Authority

Effective November 1, 1994

This documents authorities delegated to the Unit Heads of African American Student Life; Arts and Lectures; Career and Internship Services; Child Care Services; Counseling and Psychological Services; Disabled Student Services; Rape Prevention; Re-Entry Services; SOAR; Student Affairs Divisional Office; Student Employment Services; and the Women's Center.

Item Number	Delegation	Authority
	Employment	
1	Selection/Hiring Staff (open provision or casual position)	Unit Head -- <i>Requires notification to Student Affairs 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	VC /Asst. VC -- Student Affairs
3	Determination of 0 - 15% increase upon promotion (via recruitment for A&PS & MAP)	VC /Asst. VC -- Student Affairs
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 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 -- Student Affairs
10	Exceptions to classification, staff and A&PS positions	VC -- Student Affairs
11	Classification review request approval	VC /Asst. VC -- Student Affairs
12	Exception to effective date of reclassification	VC /Asst. VC -- Student Affairs
13	Determination of 0 - 15% increase upon reclassification for A&PS & MAP	VC /Asst. VC -- Student Affairs
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	Vice Chancellor
16	Merit increase (ensures compliance with control figure)	Unit Head
17	Six-month increase	Unit Head -- <i>Requires notification to VC -- Student Affairs Service Center</i>
18	Casual increase	Unit Head
19	Equity increase, temporary	Unit Head

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Item Number	Delegation	Authority
20	Equity increase, permanent	VC /Asst. VC -- Student Affairs
21	Exception to salary adjustment upon reclassification, demotion (including "red-circling"), transfer, or promotion and 15% limit on equity and stipend amounts	VC -- Student Affairs
22	MAP Incentive Awards	VC -- Student Affairs
23	A&PS and Staff Awards	VC/Asst. VC -- Student Affairs
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 -- <i>If there are permanent funding costs associated with action, Unit Head requires approval of VC/Asst. VC -- Student Affairs.</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)	Unit Head -- <i>If there are permanent funding costs associated with action, Unit Head requires approval of VC/Asst. VC -- Student Affairs.</i>
28	Renewal of Appointment (extension of time - casual position)	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	VC -- Student Affairs
34	Administrative leave with full or part pay -- MAP	VC -- Student Affairs
35	Educational leave -- MAP	VC -- Student Affairs
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

Effective November 1, 1994

This documents authorities delegated to the Unit Heads of Accounts Receivable/Cashier's Office; Admissions; Bay Tree Bookstore; Financial Aid Services; Health Services; Housing Services; OPERS; Registrar; and SAA/EOP.

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), including above midpoint in A&PS & MAP	Unit Head
3	Determination of 0 - 15% increase upon promotion (via recruitment for A&PS & MAP)	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 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 -- Student Affairs
10	Exceptions to classification, staff and A&PS positions	VC -- Student Affairs
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 A&PS & MAP	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	Vice Chancellor
16	Merit increase (ensures compliance with control figure)	Unit Head
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	VC -- Student Affairs
22	MAP Incentive Awards	VC -- Student Affairs
23	A&PS and Staff Awards	Unit Head
24	Mandatory meal and housing perquisite values	Assistant Chancellor -- HR

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Item Number	Delegation	Authority
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)	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	VC -- Student Affairs
34	Administrative leave with full or part pay -- MAP	VC -- Student Affairs
35	Educational leave -- MAP	VC -- Student Affairs
	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

Effective Date: November 1, 1994

This documents authorities delegated to the college administrative officers (CAO) of the eight colleges: College Eight; Cowell; Crown; Kresge; Merrill; Oakes; Porter; and Stevenson.

Item Number	Delegation	Authority
	Employment	
1	Selection/Hiring Staff (open provision or casual position)	CAO -- <i>If there are permanent funding costs not addressed in #2 and #3 below, requires notification/coordination with the Council of CAOs.</i>
2	Appointments made above minimum of salary range (all programs), including above midpoint in A&PS & MAP	Council of CAOs
3	Determination of 0 - 15% increase upon promotion (via recruitment for A&PS & MAP)	Council of CAOs
4	Waiver of recruitment (casual position)	CAO
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	CAO
	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	VC -- Student Affairs
10	Exceptions to classification, staff and A&PS positions	VC -- Student Affairs
11	Classification review request approval	Council of CAOs
12	Exception to effective date of reclassification	Council of CAOs
13	Determination of 0 - 15% increase upon reclassification for A&PS & MAP	Council of CAOs
14	Stipend, temporary reclassification or temporary promotion to perform duties at higher classification or grade -- up to one year and intra-unit	CAO
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)	CAO
17	Six-month increase	CAO -- <i>Requires notification/coordination with the Council of CAOs.</i>
18	Casual increase	CAO
19	Equity increase, temporary	CAO
20	Equity increase, permanent	Council of CAOs
21	Exception to salary adjustment upon reclassification, demotion (including "red-circling"), transfer, or promotion and 15% limit on equity and stipend amounts	VC -- Student Affairs

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Item Number	Delegation	Authority
22	MAP Incentive Awards	VC -- Student Affairs
23	A&PS and Staff Awards	Council of CAOs
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)	CAO -- <i>If there are permanent funding costs, requires notification/coordination with the Council of CAOs.</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)	CAO -- <i>If there are permanent funding costs, requires notification/coordination with the Council of CAOs</i>
28	Renewal of Appointment (extension of time - casual position)	CAO
29	Fund change	CAO
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	CAO
32	Approval of leave with pay -- extended sick leave	CAO
33	Extension of leave without pay beyond one year	VC -- Student Affairs
34	Administrative leave with full or part pay -- MAP	VC -- Student Affairs
35	Educational leave -- MAP	VC -- Student Affairs
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	CAO
38	Alternate work schedules	CAO
39	Compensatory time off -- extension of 6-month limit (non-represented staff)	CAO
Separation		
40	Release during probationary period; acceptance of resignation; ending casual appointment; layoff; dismissal	CAO
41	Pay in lieu of notice of dismissal	CAO
42	Medical separation	Director, SHR