

## 6. Campus Delegations of Authority (Generic Chart)

This section reflects the campus delegations of authority “blueprint.” All preceding delegations are derived from this base document. The “administrative officer or Unit Head with decentralized funding responsibility” describes the individual allocated funding to cover permanent costs associated with certain staff actions (e.g., permanent equity increase, above-step hire for career employee, permanent reclassification). Where the authority is “Unit Head,” the costs for the action are normally borne by the unit; however, there are certain decisions that require notification to or approval from the administrative officer with decentralized funding responsibility.

Item Number	Delegation	Authority
	<b>Employment</b>	
1	Selection/Hiring Staff (open provision or casual position)	All Unit Heads; <i>however, requires notification to Administrative Officer/Unit Head with decentralized funding responsibility 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/Unit Head with decentralized funding responsibility
3	Determination of 0 - 15% increase upon promotion (via recruitment for A&PS & MAP)	Administrative Officer/Unit Head with decentralized funding responsibility
4	Waiver of recruitment (casual position)	All Unit Heads
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	All Unit Heads
	<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	Vice Chancellor
10	Exceptions to classification, staff and A&PS positions	Vice Chancellor
11	Classification review request approval	Administrative Officer/Unit Head with decentralized funding responsibility
12	Exception to effective date of reclassification	Administrative Officer/Unit Head with decentralized funding responsibility
13	Determination of 0 - 15% increase upon reclassification for A&PS & MAP	Administrative Officer/Unit Head with decentralized funding responsibility
14	Stipend, temporary reclassification or temporary promotion to perform duties at higher classification or grade -- up to one year and intra-unit	All Unit Heads
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/Unit Head with decentralized funding responsibility

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17	Six-month increase	All Unit Heads; <i>however, requires notification to Administrative Officer/Unit Head with decentralized funding responsibility</i>
18	Casual increase	All Unit Heads
19	Equity increase, temporary	All Unit Heads
20	Equity increase, permanent	Administrative Officer/Unit Head with decentralized funding responsibility
21	Exception to salary adjustment upon reclassification, demotion (including "red-circling"), transfer, or promotion and 15% limit on equity and stipend amounts	Vice Chancellor
22	MAP Incentive Awards	Vice Chancellor
23	A&PS and Staff Awards	Administrative Officer/Unit Head with decentralized funding responsibility
24	Mandatory meal and housing perquisite values	Assistant Chancellor -- HR
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)	All Unit Heads -- <i>if there are permanent funding costs, requires approval of Administrative Officer/Unit Head with decentralized funding responsibility</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)	All Unit Heads -- <i>if there are permanent funding costs, requires approval of Administrative Officer/Unit Head with decentralized funding responsibility</i>
28	Renewal of Appointment (extension of time - casual position)	All Unit Heads
29	Fund change	All Unit Heads
<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	All Unit Heads
32	Approval of leave with pay -- extended sick leave	All Unit Heads
33	Extension of leave without pay beyond one year	Vice Chancellor
34	Administrative leave with full or part pay -- MAP	Vice Chancellor
35	Educational leave -- MAP	Vice Chancellor
<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	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

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Item Number	Delegation	Authority
	<b>Separation</b>	
40	Release during probationary period; acceptance of resignation; ending casual appointment; layoff; dismissal	All Unit Heads
41	Pay in lieu of notice of dismissal	All Unit Heads
42	Medical separation	Director, SHR