



OFFICE OF THE CHANCELLOR
 RIVERSIDE, CALIFORNIA 92521-0101
 (909) 787-5201
 FAX: (909) 787-3866

October 9, 1997

Barbara Cooper,
 Director - Human Resources

Implementation of the revised Personnel Policies for UC Staff Members (effective July 1, 1996) has caused me to re-examine our human resources procedures on campus and formally redelegate authority for various actions to the appropriate administrators. On the basis of the revised policies and subsequent formal delegations of authority from the President to Chancellors, I hereby redelegate the following authority to you, as Director - Human Resources.

- To establish local salary ranges in accordance with prevailing market practices up to the maximum of Grade VI (or Grade VII for health care titles) of the Managers and Senior Professionals salary range (per UCOP delegation 2087).
- To establish trainee rates below the minimum of the range for the appropriate staff classifications (per UCOP delegation 2087).
- To determine eligibility for six-month, casual, and annual salary increases (per UCOP delegation 2087).
- To determine when meal and/or housing perquisites are required and the amount in accordance with prevailing market practices and Staff Policy 30.K, *Perquisites* (per UCOP delegation 2087).
- To determine the timing and eligibility criteria for local incentive awards consistent with universitywide guidelines (per UCOP delegation 2087).
- To establish a campus Catastrophic Leave Sharing program consistent with the guidelines issued by the University of California Office of the President (per UCOP delegation 2085).

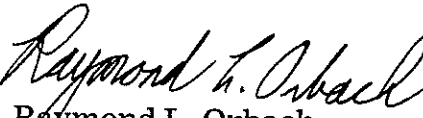
- To establish or change the FLSA exemption status for all positions within your area of responsibility, in compliance with the legal requirements of the FLSA (per UCOP delegation 2076).
- To establish methodologies for evaluation and classification of positions; assign positions to salary ranges; establish and revise class specifications and classification standards; approve the allocation of positions to classes with class specifications and also for which class specifications have not yet been determined; and grant individual classification exceptions to class specifications (per UCOP delegation 2075).
- To determine which classes will be eligible for shift and weekend differential rates and/or unrestricted on-call rates; and establish, change, or eliminate shift and weekend differential rates and unrestricted on-call rates (per UCOP delegation 2074).
- To grant exceptions to Staff Policy 40.D.2 so that persons in the classes listed in the policy attachment can be paid at one and one-half times the regular rate for work on Thanksgiving Day, December 24, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, the Fourth of July, and Labor Day (per UCOP delegation 2073).
- To grant exceptions to Staff Policy 32.C, for persons in the specified classes, so that both paid holiday leave and paid vacation leave may be counted as time worked for the purposes of calculating premium overtime for persons with assigned work schedules of 40 hours in one workweek (per UCOP delegation 2071).
- To grant exceptions to Staff Policy 51 so that selected nursing employees in the classes specified may be eligible to receive reduced fees, subject to the terms of the January 19, 1990 Regental authorization (per UCOP delegation 2069).
- To establish, change, or eliminate annual uniform replacement allowances per the guidelines established in Staff Policy 35 (per UCOP delegation 2068).

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- To designate certain positions as critical in accordance with guidelines established by the Office of the President, to define those that require background checks as a condition of employment (per Staff Policy 21.E).
- To authorize use of vacation leave before it is accrued, for use during a December 25/New Year closing (per Staff Policy 41.C).
- To authorize that preference for reemployment begin with the date of layoff notice when written notice of indefinite layoff or reduction in time is given more than two months prior to the layoff date (per Staff Policy 60.F.2).
- To designate the Human Resources office as the campus Office of Record for maintaining personnel documents (per Staff Policy 80.D).

These delegations are effective immediately, and supersede any previous delegations on these subjects. Copies of the referenced UCOP delegation letters and Staff Policies are attached for your information.


Raymond L. Orbach
Chancellor

cc: Senior Vice President – Business and Finance (w/out attachments)
Assistant Vice President – Human Resources (w/out attachments)
Special Assistant – Coordination & Review (w/out attachments)
UCR Administrative Budget Office (w/out attachments) ✓

Attachments: September 15, 1997 letter from the President to Chancellors (etc.) – *Appointments, Promotions, Demotions, Dismissals, and Compensation of Certain Staff Personnel (DA 2087)*