



OFFICE OF THE CHANCELLOR
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October 9, 1997

Executive Vice Chancellor ✓
Associate Chancellor – Academic Planning & Budget ✓
Deans
Vice Chancellors
Associate Vice Chancellors

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 each of you, in your respective areas of responsibility.


- To adjust salaries upon promotion, upward reclassification, demotion, or downward reclassification (per UCOP delegation 2087).
- To approve administrative stipends for temporary assignments not to exceed the maximum salary of the higher level position when added to the base salary pursuant to Staff Policy 30.J, Administrative Stipend for Temporary Assignments (per UCOP delegation 2087).
- To determine the distribution of local incentive awards consistent with universitywide guidelines (per UCOP delegation 2087).
- To approve exceptions to the 25% maximum total annual salary increase limit for individual employees (per Staff Policy 30.I).
- To approve exceptions beyond the 30-day annual limit for use of accrued sick leave to care for an employee's family member (per Staff Policy 42.D.1).

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- To designate units other than established departments to be considered as departments in carrying out Staff Policy 60.C, and to designate department heads for such units (per Staff Policy 60.C).

These delegations are effective immediately, supersede any previous delegations on these subjects, and may not be redelegated further. Copies of the referenced UCOP delegation letters and Staff Policies are attached for your information.


Raymond L. Orbach
Chancellor

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

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

Staff Policy 30 – *Salary*

Staff Policy 42 – *Sick Leave*

Staff Policy 60 – *Layoff and Reduction in Time from
Professional and Support Staff Career Positions*