February 1, 2011

VICE CHANCELLOR - ADMINISTRATION & FINANCE

RE: Delegations of Authority held by the former Vice Chancellor - Administration position

This is to confirm that all Presidential delegations of authority (listed below) formerly held by the Vice Chancellor – Administration position, are now re-delegated to the position of Vice Chancellor – Administration & Finance, effective immediately.

DA 0124 Authority to sign Documents in Connection with use of Alcohol
DA 0303 Authority to Adopt Traffic Regulations
DA 0342 Payroll Deductions for Charitable Contributions
DA 0349 Health Service Fees for Summer Session Students
DA 0415 Found and Unclaimed Property
DA 0447 Minimum Benefit Criteria for Health Insurance Coverage of Foreign Students
DA 0483 Release of University Surplus Property
DA 0554 University Approval of Liquor Licenses for Campus Facilities
DA 0782 To File Actions in Small Claims Court
DA 0828 Classification Authority for Staff Personnel Positions (Pending Union Negotiations)
DA 0864 Policy to Permit Use of the University’s Name
DA 0865 Policy to Permit Use of the Unofficial Seal
DA 0881 Salary Advances to newly Employed Aliens
DA 0882 Approval of Individual Exceptions Regarding Premium Overtime
DA 0886 Demotion or Downward Reclassification, Exceptions to Adjustment Upon
DA 1058 Execution of Agreements
DA 1064 Third Party Agreements, University Vanpool Programs
DA 1084 Compensation for Administrative and Professional Staff (A&PS) Health Care Titles
DA 1097 Claims against Debtors in Bankruptcy and against Estates
DA 2027 Authorization to Implement Revised UC Relocation Regulations
DA 2055 Declaration of Official Intent to Reimburse Capital Expenditures from Proceeds of Indebtedness
DA 2068 Uniform Replacement Allowances (Staff policy 35)
DA 2069 Reduced Fee Enrollments – Exceptions to Staff Policy 51
DA 2070 Exceptions to Staff Policy 30.L, Restrictions (Additional Compensation)
DA 2071 Compensation for Overtime, Exceptions to Staff policy 32.C.

**DA 2073** Compensation for Holiday Work, Exceptions to Staff Policy 40.D.2

DA 2074 Ancillary Pay Practices

DA 2075 Classification Authority for Professionals/ Support Staff and Manager/ Senior Professional Positions

DA 2076 Fair Labor Standards Act (FLSA) Exemption Status

DA 2085 Establishment of Catastrophic Leave Sharing Program

DA 2096 Execution of Certifications of Application for Hazard Mitigation Grant Program (HGMP)

DA 2100 Execution of Purchase Contract, Subcontracts, and Standard Purchase Orders for Materials, Goods and Services to be Supplied to the University

DA 2106 To Enter into Written Agreements with Local Law Enforcement Agencies Consistent with California Education Code Section 67381

DA 2196 To Write Off Bad Debts

DA 2222 To Approve Settlements of Claims and Separation Agreements With a Value of $100,000 or Less and Voluntary Separation Program Agreements of Less Than $50,000

DA 2229 Transfer of Funds for Minor Capital Improvement Projects

DA 2230 Amendments to the Capital Improvement Program for Non-State Funded Minor Capital Improvement Projects with a Total Project Cost Not to Exceed $750,000, for Non-State-Funded Major Capital Improvements with a Total Project Cost Not to Exceed $5,000,000

Any re-delegation of the above authorities shall be in writing, with a copy to the Campus Delegations of Authority Coordinator. Please contact Campus DA Coordinator Cindy Major, Chancellor's Communications and Resource Center, @ 2-3115 or cmajor@berkeley.edu with any concerns you may have regarding these delegations of authority.

Yours sincerely,

Robert J. Birgeneau

cc: Associate Chancellor B. FitzPatrick
    Associate Chancellor L. Williams
    Chief Campus Counsel C. Patti
    Director – Audit & Advisory Services W. Riley
    Campus Delegations Coordinator C. Major
DELEGATION OF AUTHORITY

Title: Exceptions to Staff Policy 40.D.2., Compensation for Holiday Work

Authority Delegated to: Chancellors

Source of Delegation: Atkinson letter of August 1, 1996

Effective Date of Delegation: July 1, 1996

Delegation

Gives authority to grant exceptions to policy governing compensation for holiday work.
Delegation of Authority--Exceptions to Staff Policy 40.D.2, Compensation for Holiday Work

Staff Policy 40.D.2 provides that a non-exempt employee who is required to work on an observed holiday shall be paid regular pay including any shift differential. Effective immediately, you are authorized to grant exceptions to that Policy in order that persons in the classes listed in the Attachment shall 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.

This delegation is effective July 1, 1996. Any redelegation of this authority shall be in writing with copies provided to the Senior Vice President--Business and Finance and to the Special Assistant--Coordination & Review.

Sincerely,

Richard C. Atkinson
President

Attachment

cc: Members, President's Cabinet
Assistant Vice President Levin
Special Assistant Gardner
Principal Officers of The Regents
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