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Office of Associate Vice Chancellor  
Health and Human Services

June 19, 2007

Assistant Vice Chancellor – Human Resources  
Jeannine Raymond


RE: Redelegations of Authority and Business and Finance Bulletins – Human Resources and Health and Human Services

Effective June 19, 2006, the Redelegations of Authority and Business & Finance Bulletins that were held by Associate Vice Chancellor – Health and Human Services, are redelegated to the position of Assistant Vice Chancellor – Human Resources. The delegations for the new position are as follows:

DA 0828	Classification Authority for Staff Personnel Positions (Pending Union Negotiations)
DA 0882	Approval of Individual Exceptions
DA 0886	Demotion or Downward Reclassification; Exceptions to Adjustment Upon
DA 1084	Compensation for Administration and Professional Staff (A&PS) Health Care Titles
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 2076	Fair Labor Standards Act (FLSA) Exemption Status
✓DA 2085	Establishment of Catastrophic Leave Sharing Program
BUS-77	Independent Contractor Guidelines

These delegations of authority are effectively immediately. Any redelegation shall be in writing, with a copy to the Campus Delegations of Authority Coordinator who will distribute copies to the appropriate Office of the President and campus administrators. Please contact Campus DA Coordinator Cindy Major, Chancellor's Communications and Resource Center @ 2-3155 or [cmajor@berkeley.edu](mailto:cmajor@berkeley.edu) with any concerns you may have regarding these delegations of authority.

Sincerely

  
Steve Lustig  
Associate Vice Chancellor – Health and Human Services

cc: Assistant VC – Employee and Labor Relations  
Coordinator – Universitywide Policies  
Associate Chancellor J. Cummins  
Coordinator – Campus Delegations ✓

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OFFICE OF THE PRESIDENT

TO	300 Lakeside Drive
FROM	Oakland, California 94612-3550
SUBJECT	Phone: (510) 987-9074
	Fax: (510) 987-9086
	June 12, 1997

300 Lakeside Drive  
Oakland, California 94612-3550  
Phone: (510) 987-9074  
Fax: (510) 987-9086

June 12, 1997

- CHANCELLORS
- LABORATORY DIRECTORS
- SENIOR VICE PRESIDENT--BUSINESS AND FINANCE
- VICE PRESIDENT--AGRICULTURE AND NATURAL RESOURCES

→ delegation binder

FO# 47-4545  
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Delegation of Authority--Establishment of Catastrophic Leave Sharing Program

One of the University's key Human Resources objectives is to develop systemwide policies and local programs that foster a positive workplace environment. Consistent with this objective, you are authorized to establish local Catastrophic Leave Sharing Programs in your respective areas of responsibility, provided that such programs are consistent with the attached guidelines. Catastrophic Leave Sharing Programs enhance team spirit by giving employees the opportunity to voluntarily donate accrued vacation in support of colleagues who have exhausted their paid leave due to their own serious illness or in caring for a seriously ill family member. Such programs are invaluable in assisting individual employees through difficult periods of their University careers.

I would like to call your attention to the guidelines pertaining to the development of campus-wide programs and the use of the alternative method for recording vacation accruals as described in the Accounting Manual (Chapter P-196-13.5). These guidelines are needed to maintain a fair and equitable program for all employees and one that will be consistent with federal costing principles. The ability to charge the costs of leave sharing programs to federal contracts and grants may be jeopardized if local programs are not consistent with these requirements.

Any redelegation of this authority by Chancellors, Laboratory Directors, and the Vice President--Agriculture and Natural Resources shall be in writing with copies provided to the Senior Vice President--Business and Finance and to the Special Assistant--Coordination & Review.



Richard C. Atkinson  
President

Attachment

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

Office of the President  
June 12, 1997

IMPLEMENTATION GUIDELINES  
FOR LOCAL CATASTROPHIC LEAVE SHARING PROGRAMS

Chancellors may implement local catastrophic leave sharing programs consistent with the following principles:

- If a local leave sharing program is established, it must be implemented for eligible staff and academic personnel across all campus-based fund sources, divisions, and departments.
- Only accrued vacation credits may be donated. Local procedures may limit the number of credits donated by an individual employee and received by a recipient.
- Vacation credits may be donated when an eligible employee is catastrophically ill or injured or, if permitted by local procedures, when an employee is needed to care for a catastrophically ill family member or other person residing in the employee's household. Local procedures shall include a definition of "catastrophic illness" to ensure consistent local application of leave sharing.
- If local procedures permit the donation of vacation credits for the care of a catastrophically ill person, such persons shall include the employee's spouse, parent, child, sibling, grandparent, or grandchild; in-laws and step-relatives in these relationships; and any other person residing in the employee's household for whom there is a personal obligation.
- Staff and academic personnel who accrue vacation (and who have passed the waiting period to use vacation, if a waiting period is required by the applicable policy or collective bargaining agreement) may participate as donors or recipients of vacation credits. In addition, to be eligible to receive donations of accrued vacation credits, an employee is required to have exhausted all paid leave earned pursuant to the applicable personnel policies or labor agreement provisions covering vacation, sick leave<sup>1</sup>, and compensatory time off. Local procedures may specify additional eligibility requirements.

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<sup>1</sup> An eligible employee who has requested leave donations for the purpose of caring for a catastrophically ill person shall first exhaust their accrued sick leave balance even when doing so results in exceeding the 30-day limit imposed on the use of sick leave for family illness by applicable personnel policies and collective bargaining agreements.

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- Individual catastrophic leave accounts will not be credited with vacation credits that exceed the amount needed to ensure continuation of the employee's regular salary during the employee's approved catastrophic leave.
- For the purpose of simplicity and auditable recordkeeping, accrued vacation credits shall be transferred hour for hour, regardless of differing pay scales.
- Specific procedures with proper controls to transfer accrued vacation hours from donor to recipient shall be established and monitored to ensure the appropriate adjustments of the vacation balances of both donors and recipients.
- Donated vacation payments to qualified recipients shall be processed pursuant to the procedure described in the Accounting Manual, Chapter P-196-13.5, Accounting for Vacation and Sick Leave--Alternative Procedure. If a location does not use the alternative method for recording vacation accruals, implementation of a catastrophic leave sharing program shall be deferred until such time that the alternative method for recording is implemented.
- Copies of local implementation procedures shall be forwarded to the Office of Human Resources at the Office of the President.
- Local notice to employees and employee organizations is required prior to implementation of a local program. Inclusion of exclusively represented employees in leave sharing programs may be subject to meeting-and-conferring with the appropriate exclusive bargaining agent.