



ROBERT J. BIRGENEAU
Chancellor
Professor of Physics
Professor of Materials Science and Engineering

200 California Hall #1500
Berkeley, CA 94720-1500
TEL: 510-642-7464
FAX: 510-643-5499
E-MAIL: chancellor@berkeley.edu

February 1, 2011

VICE CHANCELLOR – ADMINISTRATION & FINANCE

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

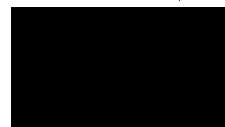
This is to confirm that all Presidential delegations of authority (listed below) formerly held by the Vice Chancellor – Administration position, are now re-delegated to the position of Vice Chancellor – Administration & Finance, effective immediately.

- 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

CONFIDENTIAL

DA 2085

UNIVERSITY OF CALIFORNIA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

OFFICE OF THE PRESIDENT

DATE	6/12/97
TO	Ten
FROM	Mitchell
SUBJECT	

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

FOH
97-415-45
*00000-000

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 leave¹, and compensatory time off. Local procedures may specify additional eligibility requirements.

¹ 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.

- 2 -

- 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.