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OFFICE OF
THE ASSISTANT VICE CHANCELLOR-
HUMAN RESOURCES

October 1, 2015

To: Chancellor Nicholas Dirks

AVC HR

Via: John Wilton
Vice Chancellor, Administration and Finance

From: Jeannine Raymond [REDACTED]
Assistant Vice Chancellor, Human Resources

Subj: Recommend Delegation of Authority: Revised PPSM 30, Compensation

The revision of this policy by UCOP as of April 10, 2015 requires updating the delegations of authority. In several cases, definitions of exceptions have been revised which would otherwise require the Chancellor's approval. Seven recommendations are included in the attached summary.

- In six of seven cases the recommended delegations reflect no changes from our past practice. Approval is simply reaffirming the delegations under the new definitions of exceptions.
- In the case of stipends, the recommendation does reflect a change - to require central approval for anything that is an exception to policy (i.e. over 25%, or longer than two years). This would help control cost, and avoid UCOP HR audit findings.

The complete policy can be found at: <http://policy.ucop.edu/doc/4010400/PPSM-30>.

It should be noted that the new policy now requires the Chancellor to consult with UCOP before setting or adjusting campus salary ranges. In the past this consultation was not required. I will ensure that central Human Resources compensation staff consult with UCOP HR prior to recommending changes in campus salary ranges.

Please indicate your decision below.

[REDACTED]

John Wilton, VCAF

Agree

Disagree

10/7/15
Date

[REDACTED]

Nicholas Dirks, Chancellor

Agree

Disagree

10/7/15
Date

Attachment

Recommended Delegations of Authority
Per Revised PPSM 30
(as of April 2015)

Section Number	Topic	Current Delegation	Recommended Delegation	Comments
30 - B 1 C	Salary Over Range Maximum	Vice Chancellors	Vice Chancellors	New policy states Chancellor ; we have approximately 18 employees over max
30 - B 4	Above 25% Salary Increases	AVC HR	AVC HR for all staff Director of Total Rewards for student promotion to staff job; athletics by agreement job changes	New policy states Chancellor; Policy revised to exclude increases due to implementation of systemwide salary programs (e.g. non-represented salary program). This will reduce the volume. Current requests average about 2-3 per month.
30 - B 6	Retroactive Salary Increases	Director of Total Rewards	Director of Total Rewards	New policy states Chancellor; Policy now includes limits for MSP (45 days) and PSS (6 months)
30 - B 7	Meals and Housing Perq's	AVC HR	AVC HR	New policy states Chancellor
30 - B 8	Additional Cash Compensation	AVC HR	AVC HR	Athletics has the highest volume due to the in-house sales program
30 - B 9	Stipends	Departments	AVC HR for over 25% and/or two years	These are audited by OP; central control would help catch exceptions earlier and avoid findings
30 - B 10	Dual Employment	AVC HR	AVC HR	New policy states Chancellor; Exceptions are any 2 nd appointment over 20% and/or longer than 12 months

PPSM 30 (Compensation): Approval Authority^[1] Matrix for Salary Actions^[2] Applicable to Staff Employees^[3]

Staff Employee's Position or Location:		Officer of the University ^[4] (not member of Senior Mgmt Group, at any location)				Athletic Director, Coach, Other Athletic Position ^[5]		Campus, Medical Center, Lawrence Berkeley Laboratory, Agriculture & Natural Resources		Office of the President			
		Direct Report to President	Other than Direct Report to President	Direct Report to Chancellor	Other than Direct Report to Chancellor	Direct Report to Chancellor or Lab Director or VP-ANR	Other than Direct Report to Chancellor or Lab Director or VP-ANR	Direct Report to President	Under Jurisdiction of a Principal Officer ^[6]	All Other OP Employees			
Staff Employee's Reporting Relationship:	Actions within policy	President	President	Chancellor	Chancellor	Chancellor or Lab Director or VP-ANR	Chancellor or Lab Director or VP-ANR	President	Principal Officer	EVP-COO or VP-ANR			
	Actions outside policy ^[9]	Regents	Regents	Chancellor	Chancellor	Chancellor or Lab Director or VP-ANR	Chancellor or Lab Director or VP-ANR	President	Principal Officer	EVP-COO or VP-ANR			
TCC ^[7] less than or equal to Indexed Compensation Level	Actions within policy	President	President	Chancellor	Chancellor	Chancellor or Lab Director or VP-ANR	Chancellor or Lab Director or VP-ANR	President	Principal Officer	EVP-COO or VP-ANR			
	Actions outside policy ^[9]	Regents	Regents	Chancellor	Chancellor	Chancellor or Lab Director or VP-ANR	Chancellor or Lab Director or VP-ANR	President	Principal Officer	EVP-COO or VP-ANR			
TCC ^[7] greater than Indexed Compensation Level	Actions within policy	Regents	President	President	Chancellor	President	Chancellor or Lab Director or VP-ANR ^[8]	Regents	President	President			
	Actions outside policy ^[9]	Regents	Regents	Regents	Regents	Regents	President	Regents	Regents	Regents			

[1] In accordance with [Personnel Policies for Staff Members 1 \(General Provisions\)](#), the authorities shown in this matrix may be redelegated except as otherwise indicated.

[2] "Salary Actions" include actions taken per Sections III.B.1.c, III.B.2, III.B.3, III.B.4, III.B.6, III.B.7, III.B.8, III.B.9, and III.B.10 of [PPSM 30 \(Compensation\)](#).

[3] This approval authority matrix does not apply to members of the Senior Management Group.

[4] In accordance with the policy on [Senior Management Group Appointment and Compensation](#) (Regents Policy 7704), the Chancellor, Laboratory Director, or Executive Vice President—Chief Operating Officer may approve Systemwide Salary Program Increases at their respective locations for Officers of the University who are not members of the Senior Management Group.

[5] When approving salary actions for Athletic Directors, Coaches, or staff employees in Other Athletic Positions, contact the local Compensation Office for the compensation components to be used to calculate Total Cash Compensation (TCC) and additional requirements.

[6] Per [Regents Bylaw 20 \(Officers of the Corporation\)](#), the Principal Officers of the Regents are the Secretary and Chief of Staff to the Regents, Chief Investment Officer and Vice President for Investments, General Counsel and Vice President for Legal Affairs, and Senior Vice President—Chief Compliance and Audit Officer.

[7] Contact the local Compensation Office for the compensation components to be used to calculate TCC.

[8] "Actions outside policy" are actions that exceed this policy (also known as "exceptions"). Salary actions that are not expressly provided for under any policy and are applicable to staff employees who are not Officers of the University must be approved by the Vice President—Human Resources.

[9] The authority to approve salary actions within policy for employees in non-athletic positions whose total cash compensation is greater than the Indexed Compensation Level cannot be redelegated.