



PPSM-1 General Provisions

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Responsible Office:	HR - Human Resources
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I. POLICY SUMMARY

This policy provides direction and authority regarding personnel policies applicable to staff members.

TABLE OF CONTENTS

II. DEFINITIONS	2
III. POLICY STATEMENT	2
A. Application of Personnel Policies	2
B. Amendments	3
C. Exceptions	3
D. Redelelegation of Authority	3
E. Implementing Procedures	3
IV. COMPLIANCE / RESPONSIBILITIES	4
A. Implementation of the Policy	4
B. Revisions to the Policy	4
C. Approval of Actions	4
D. Compliance with the Policy	4
E. Noncompliance with the Policy	4
V. REQUIRED PROCEDURES	4
VI. RELATED INFORMATION	4
VII. FREQUENTLY ASKED QUESTIONS	5
VIII. REVISION HISTORY	5

II. DEFINITIONS

Detailed information about common terms used within *Personnel Policies for Staff Members* can be found in [Personnel Policies for Staff Members 2 \(Definition of Terms\)](#) and [Personnel Policies for Staff Members 3 \(Types of Appointment\)](#).

III. POLICY STATEMENT

A. Application of Personnel Policies

The Personnel Policies for Staff Members (*PPSM*) delineate the employment relationship between staff members and the University of California. These policies describe certain rights, benefits and expectations which encourage professionalism, service, and contribution. Management retains all other rights and prerogatives in order to manage the University so that it may attain its mission.

These policies do not apply to employees who are covered by a Memorandum of Understanding with an exclusive bargaining agent.

Employees at Lawrence Berkeley National Laboratory (LBNL) are covered by approved variations of these and prior policies, including provisions required by the contracts between the University and the U.S. Department of Energy (DOE), or, in the case of

Senior Managers, the policies in Appendix II and other staff policies as specified in the Introduction thereof. LBNL employees should consult local policy documents for information about policies that apply to them.

1. For employees in the Office of the President, authorities and responsibilities delegated to the Chancellors are also delegated to the Executive Vice President–Chief Operating Officer .
2. For employees under the jurisdiction of the Vice President–Agriculture and Natural Resources, and the jurisdiction of the Principal Officers of the Regents, authorities and responsibilities delegated to the Chancellors are also delegated to the Vice President–Agriculture and Natural Resources and the Principal Officers of the Regents, as appropriate.
3. For employees at LBNL, authorities and responsibilities delegated to the Chancellors are also delegated to the Lawrence Berkeley National Laboratory Director, unless approved modifications provide otherwise.

The employment relationship between an employee with a contract appointment and the University is set forth in that employment contract. [Personnel Policies for Staff Members 3 \(Types of Appointment\)](#) defines the different types of appointments.

Insurance, retirement, and other benefits for employees are described in separate publications.

B. Amendments

The Personnel Policies for Staff Members will be amended only by the President of the University.

C. Exceptions

Approval of exceptions to the Personnel Policies for Staff Members are described within each respective Policy.

D. Redelegation of Authority

Authority for implementing these policies may be redelegated by the Chancellor, Executive Vice President–Chief Operating Officer, Vice President–Agriculture and Natural Resources, Principal Officers of the Regents, or the Lawrence Berkeley National Laboratory Director unless otherwise stated. Redelegations of authorities will be made in writing to a particular position rather than to a named individual. Copies of the redelegation will be provided to the Vice President–Human Resources.

Responsibilities and authorities that are specified by policy to rest at secondary administrative levels are also considered to be held by the Chancellor as executive head of the campus ([Section 100.6 of the Standing Orders of The Regents](#)).

E. Implementing Procedures

Chancellors, the Lawrence Berkeley National Laboratory Director, and the Vice President–Agriculture and Natural Resources are authorized to establish and are responsible for local procedures necessary to implement *PPSM* Policies. Employees should consult local procedures in addition to the policies set forth here for further information regarding their employment relationship with the University.

- *Personnel Policies for Staff Members* [61](#), [62](#), [63](#), [64](#), [65](#), and [67](#) (referenced in Section IV.E of this policy)

VII. FREQUENTLY ASKED QUESTIONS

Not applicable.

VIII. REVISION HISTORY

Technical revisions were made in February 2016.

This policy was reformatted into the standard University of California policy template effective July 1, 2012.

As a result of the issuance of this policy, the following document is rescinded as of the effective date of this policy and is no longer applicable:

- *Personnel Policies for Staff Members 1 (General Provisions)*, dated January 1, 1996

The following document has been rescinded and is no longer applicable:

- *Staff Personnel Policy 100 (General Provisions)*, dated February 1, 1985