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## Personnel Policies for Staff Members

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### Introduction

#### 1. General Provisions

July 1, 1996

##### A. APPLICATION OF PERSONNEL POLICIES

These policies 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 the Department of Energy (DOE) Laboratories are covered by approved variations of these and prior policies, including provisions required by the contracts between the University and DOE, or, in the case of Senior Managers, the policies in Appendix II and other staff policies as specified in the Introduction thereof. Employees at the Laboratories 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 Senior Vice President—Business and Finance.
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 the DOE Laboratories, authorities and responsibilities delegated to the Chancellors are also delegated to the Laboratory Directors, 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. Policy 3 defines the different types of appointments.

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

#### **B. AMENDMENTS**

These policies shall be amended only by the President of the University.

#### **C. EXCEPTIONS**

Exceptions to these policies may be made only by the President, who may delegate such authority, except when such delegation is specifically limited.

#### **D. REDELEGATION OF AUTHORITY**

Authority for implementing these policies may be redelegated by the Chancellor or Laboratory Director unless otherwise stated. Redelegations of authorities shall be made in writing to a particular position rather than to a named individual. Copies of the redelegation shall be provided to the Assistant Vice President—Human Resources and Benefits and the Special Assistant—Coordination and Review.

Responsibilities and authorities which 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 are authorized to establish and are responsible for local procedures necessary to implement Staff Personnel Policies. Employees should consult local procedures in addition to the policies set forth here for further information regarding their employment relationship with the University.

Applicability: All Staff Members



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