

## **UCOP Human Resources Procedures -- INTRODUCTION**

### **I. INTRODUCTION**

These Human Resources Procedures complement the University of California Personnel Policies for Staff Members (UC-PPSM), and are to be used in tandem with the UC-PPSM for all non-represented staff employee personnel issues. Exclusively represented employees are subject to the terms and conditions of their respective collective bargaining agreements.

UCOP managers and senior professionals provide leadership and professional expertise at the highest levels to major University units, programs or fields of work, and are accountable for their areas of responsibility. Positions at this level are responsible for formulating strategy, directing programs, managing resources, and functioning effectively with a high degree of autonomy. Professional and support staff provide administrative, professional, technical, and operational support through independent judgment, analytical skill, and professional or technical expertise, or are responsible for providing clerical, administrative, technical, service, and maintenance support for University departments, programs, and fields of study.

As public sector employees, University of California staff are considered to be employed by statute. The provisions contained here and in implementing policies and procedures at University locations are designed to inform employees about the expectations and entitlements of the University with regard to their employment. The University reserves the right to amend, modify, or delete these policies and procedures at any time and they supersede all previously issued University staff personnel policies and procedures.

### **II. HUMAN RESOURCES PHILOSOPHY**

University staff members make significant contributions in support of the University's overall mission of education, research, and public service. The ability to fully accomplish this mission is evidenced by our efforts to attract, retain, and motivate a highly skilled and diverse workforce that contributes to sustaining this excellence.

The effectiveness of our efforts must be judged, measured, and maintained by the results of our human resources leadership and program efforts that value employees and maximize their potential. It is our intent to maintain a workplace that is representative of innovation, flexibility, and decentralization.

### **III. HUMAN RESOURCES VALUES AND PRINCIPLES**

- Strive for excellence
- Exhibit the values of honesty, integrity, collegiality, and respect for faculty, staff, students, and the public in our work and conduct
- Commit to the recruitment, development, and retention of highly qualified staff.
- Encourage, support, reward, and recognize individual and team performance, creativity, and innovation.
- Enhance the University of California's human resource potential by facilitating delegation of authority, responsibility, and accountability to the most reasonable organizational and staff levels.
- Design programs and services that reflect the diversity of the workforce.
- Commit to effective employee training and development strategies to assure staff expertise and excellence.

### **IV. SCOPE OF HUMAN RESOURCE RESPONSIBILITIES**

Division or Department Responsibilities	UCOP Human Resources
---	----------------------

	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Affirmative action goals, equal employment opportunity and diversity</li> <li>• Recruitment</li> <li>• Selection</li> <li>• Appointment</li> <li>• Reasonable accommodation</li> <li>• Online (EDB) personnel/payroll transactions</li> <li>• Performance management</li> <li>• Complaint resolution</li> <li>• Employee development</li> </ul>	<ul style="list-style-type: none"> <li>• Affirmative action reporting and analysis</li> <li>• Human resources policy interpretation and administration</li> <li>• Collective bargaining and contract interpretation and administration</li> <li>• Job-posting</li> <li>• Compensation and classification administration</li> <li>• Online (EDB) personnel and benefits training and transaction auditing</li> <li>• Benefits administration</li> <li>• Formal complaints, grievances, arbitrations, and hearings administration</li> <li>• Training and development programs</li> <li>• Employee assistance programs</li> <li>• Notification of changes in personnel policies and procedures</li> </ul>

## **V. DELEGATION OF HUMAN RESOURCES AUTHORITY**

The President of the University has delegated the responsibility and accountability for the management of human resources within UCOP to the Senior Vice President, Business and Finance. This responsibility has been re-delegated to the Associate Vice President, Human Resources and Benefits and to the UCOP Human Resources Department. Each Division or Department, as defined in the UCOP Organizational Hierarchy, is accountable for managing its own human resources in coordination with the UCOP Human Resources staff.

The Division or Department Head may further re-delegate the overall human resources management responsibility for developing an appropriate structure for handling the unit's day-to-day human resources needs, as appropriate.

## **VI. PRINCIPLES OF HUMAN RESOURCES RESPONSIBILITY AND ACCOUNTABILITY**

1. A person cannot delegate greater responsibility or accountability than he/she has at his/her level in the organization.
2. Responsibilities shall only be delegated to people who are qualified to perform them, and a qualified person must:
  - Be actively involved in the tasks being performed
  - Have the appropriate knowledge and technical skills to perform these tasks, including the knowledge of relevant regulations, policies, and collective bargaining agreements; and
  - Have the authority to carry them out.
3. A person delegating responsibilities must ensure that these tasks are being properly performed.
4. The responsible person must periodically ensure that
  - Each person assigned tasks that involve human resources accountability is performing her/his duties with competence, confidentiality, and honesty.
  - Appropriate documentation is being collected and maintained.

5. The Division Head (or designee) is responsible for monitoring the effectiveness of the human resources activities.
6. The Division Head (or designee) must periodically review the official record of who is accountable for the various human resources functions.

**VII. PRINCIPLES OF HUMAN RESOURCES MANAGEMENT**

<b>Principle 1</b>	<b>Equity in Employment, Advancement and Compensation</b> in accordance with Sections 12-24 of the UC-PPSM.
<b>Principle 2</b>	<b>Confidentiality.</b> Any personnel-related documents will be kept confidential. Any personnel-related proceedings will be shared with participants and their representatives and responsible University administrators on a need-to-know basis only. Confidentiality shall be respected in accordance with the UC-PPSM and local UCOP Human Resources Procedures.
<b>Principle 3</b>	<b>Due Process.</b> UCOP employees and supervisors shall be made aware of appropriate policies, procedures, and assistance available to them in resolving conflict in accordance with Section 70 of the UC-PPSM and appropriate UCOP Human Resources Procedures.
<b>Principle 4</b>	<b>Access to Employee Development.</b> Supervisors will assist and support employees by designing development plans that best meet the needs of the department and the needs of the employee. Whenever possible, funds and release time should be made available to employees. Reference: UC-PPSM 50, Professional Development Leave.
<b>Principle 5</b>	<b>Maintenance of Appropriate Personnel Documentation.</b> All personnel-related decisions, understandings, and actions shall be documented in writing, and should be legally defensible in an audit situation, or litigation.