



Public Disclosure of Compensation Information

Staff Officer:	VP – Human Resources
Staff Office:	HR – Human Resources
Academic Officer:	Vice Provost – Academic Personnel and Programs
Academic Office:	AP&P – Academic Personnel and Programs
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Scope:	Applies to all employees and defines which employee records related to compensation will be publicly disclosed upon request.

	Staff (HR)	APP
Contact:	Aafia Ali Khan	Kelly Anders
Email:	Aafia.Alikhan@ucop.edu	Kelly.Anders@ucop.edu
Phone #:	(510) 987-0549	(510) 987-9499

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I. POLICY SUMMARY

The University of California will generally make available to the public upon request information about employee compensation.

II. DEFINITIONS

Not applicable.

III. POLICY TEXT

The University of California, as a public institution, recognizes its unique obligation to maintain the public trust. This obligation includes being open and transparent about the way it spends public funds, including to compensate its employees.

To that end, the University is committed to making information about employee compensation available to the public. This information is routinely made available upon action by the Board of Regents and through annual reports to the Regents, the legislature and the public. In addition, it is made available upon request by individuals and the media.

At the same time, UC’s commitment to transparency must be delicately balanced against the University’s competing obligation to protect the personal privacy of its employees, as well as the continuing need to compete with other institutions, including private universities, for the best faculty, staff and administrators.

Both the right of public access to records and the protection of personal privacy are reflected in the California Constitution, and in state law. (Article I, Section 1 and 3 of the California Constitution; California Public Records Act; California Information Practices Act).

The Public Records Act specifically states that “every employment contract” entered into by a public agency is disclosable. Although the University does not typically enter into written “contracts” with its employees, basic terms and conditions of employment that would otherwise typically be contained in an employment contract are disclosable to the public.

For that reason, the basic terms and conditions of employment of any University employee will be disclosed to the public upon request, except where disclosure would constitute “an unwarranted invasion of personal privacy” as defined by the California Public Records Act. This “unwarranted invasion of personal privacy” is the standard for determining whether the information should be disclosed to the public, for any categories of employment and compensation information not reflected below.

Therefore, University policy requires that the following employment and compensation information about university employees to be released upon request:

- Name
- Date of hire and date of separation
- Position title
- Salary
- Organizational unit
- Job description
- Full-time or part-time and appointment type

The following salary and other cash payment information will also be released upon request:

- Annual base salary

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- Stipends
- Bonus compensation
- Incentive compensation (including the Clinical Enterprise Management Recognition Plan, the Health Sciences Compensation Plan, the Treasurer’s Annual Incentive Plan, etc.)
- “By-agreement” payments
- Senior Management Supplemental Benefit Program participation
- Automobile allowance or leased automobile

Information about the following benefits and perquisites will also be made available upon request:

- Eligibility for standard benefits package
- Vacation accrual or award outside of normal program/policy
- Senior Manager Life Insurance
- Executive Business Travel Insurance [Note that as of 10/1/2007, this program no longer exists. All employees, including executives, are covered by the same Business Travel Accident Insurance]
- Executive Salary Continuation for Disability
- University home loan amount, interest rate, length of term
- University-provided housing
- Relocation allowance
- Temporary housing allowance
- Moving expenses
- Exceptional educational expenses
- Exceptional vacation allowance
- Payment in lieu of vacation and/or sabbatical pay
- Post-retirement employment agreements
- Consultant/independent contractor compensation agreements
- Severance/separation agreements
- Sabbatical/administrative leave in lieu of sabbatical accrual
- Special health benefits

In addition, the following terms and conditions are considered public information and will be made available upon request:

- Offer letter reflecting final terms and conditions of employment, with personal information (home address, etc.) redacted
- Separation or settlement agreement, with information that may state or imply performance issues redacted
- Post-retirement employment agreement
- Consultant/independent contractor compensation
- Eligibility for special health benefits program

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- Sabbatical or administrative leave
- Administrative fund allocation
- Corporate board service
- Employment of family or other personal relationships that are explicitly part of any formal or informal employment agreement

The University considers the following compensation and employment information about its employees to be private, and will not be disclosed to the public:

- Home telephone number and home address
- Spouse's or other relatives' names
- Birth date
- Social security number
- Citizenship
- Tax withholdings
- Health care records
- Evaluation of performance
- Individual elections related to health and welfare benefits
- University home loan property address, value of property, loan application details
- Individual elections related to retirement or investment programs
- Student employee information protected under Family Educational Rights and Privacy Act (FERPA)

IV. COMPLIANCE / RESPONSIBILITIES

Not applicable.

V. PROCEDURES

These requirements will be prominently posted on the University's web site and employees will be clearly informed of this Policy at the outset of their employment.

VI. RELATED INFORMATION

California Constitution, Article I, Section 1 and 3

California Public Records Act

California Information Practices Act

[Academic Personnel Policy APM 160](#)

[PPSM-80: Staff Personnel Records](#)

[B&F Bulletin RMP-9 \(Guidelines for Access to University Personnel Records by Government Agencies\)](#)

VII. FREQUENTLY ASKED QUESTIONS

Not applicable.

VIII. REVISION HISTORY

May 17, 2023: Technical update – contacts information

August 24, 2017: This Policy was remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0 and contacts information were also updated.

September 24, 2014: This Policy was transferred to the approved University template.

September 1, 2006: This Policy was first issued.