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May 22, 2018

## EXECUTIVE VICE PRESIDENT—CHIEF OPERATING OFFICER

### **Delegation of Authority - To Approve Settlements of Claims and Separation Agreements with a Value of \$100,000 or Less and Voluntary Separation Program Agreements of Less Than \$50,000**

[Regents Policy 4105](#), *Policy on Settlement of Litigation, Claims and Separation Agreements*, authorizes the President to approve claims and separation agreements with a value of \$500,000 or less. As used in the Policy, a "claim" is a disputed demand for payment from an entity or individual (including employees) made other than through litigation (litigation is defined as legal proceedings in the form of a lawsuit, arbitration proceeding, or internal or external administrative proceeding; settlements involving litigation must go through the General Counsel). A "separation agreement" is an agreement with an employee by which the employee separates from University employment, but which does not involve a claim or litigation. Commercial negotiations to adjust amounts payable under a contract shall not be treated as claims.

With the exception of separation agreements reached through Local Voluntary Separation Programs, you are authorized to approve settlements of non-litigated claims and separation agreements for matters under your jurisdiction, when the consideration paid or received is \$100,000 or less. Litigated settlements must be reviewed and approved by the Office of General Counsel. Per the [Implementation Guidelines for Local Voluntary Separation Programs](#) (VSP), individual VSP severance payments cannot exceed \$75,000 and any individual payment of \$50,000 to \$75,000 must be approved by the President.

All settlements of litigation and claims and separation agreements for Officers of the University or Officers of The Regents will require approval by The Regents, as will any litigated settlements or separation agreements that involve significant questions of University policy.

A report of settlements and separation agreements involving consideration of \$50,000 or more must be transmitted to the General Counsel through counsel for required reporting to The Regents.

Any redelegation shall be in writing with copies to the Office of the General Counsel and

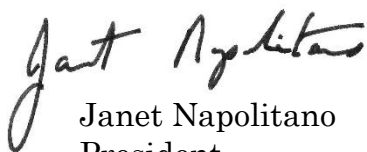
Executive Vice President – Chief Operating Officer

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the Universitywide Policy Office. This letter replaces the July 8, 2009, delegation to the Executive Vice President – Business Operations on the same subject.

Yours very truly,



Janet Napolitano  
President

cc: Division Leaders  
Secretary and Chief of Staff to the Regents  
Universitywide Policy Office