



# PPSM-1: General Provisions

<b>Responsible Officer:</b>	Vice President – Systemwide Human Resources
<b>Responsible Office:</b>	SHR – Systemwide Human Resources
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<b>Scope:</b>	Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group Members

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## I. POLICY SUMMARY

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

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## II. DEFINITIONS

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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 \(Types of Appointment\)](#).

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## III. POLICY STATEMENT

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### 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. [PPSM 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 PPSM will be amended only by the President of the University.

**C. Exceptions**

Approval of exceptions to the PPSM are described within each respective policy.

**D. Redelelegation 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–Systemwide Human Resources.

Responsibilities and authorities that are specified by policy to rest at a secondary administrative levels are also considered to be held by the Chancellor as executive head of the campus ([Bylaw 31. Chancellors](#))

**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.

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**IV. COMPLIANCE/RESPONSIBILITIES**

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**A. Implementation of the Policy**

The Vice President–Systemwide Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require approval by the President. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.

**B. Revisions to the Policy**

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Systemwide Human Resources.

The Vice President–Systemwide Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

**C. Approval of Actions**

Not applicable.

**D. Compliance with the Policy**

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy. The Director–Systemwide Human Resources Compliance will periodically monitor compliance with this policy.

**E. Noncompliance with the Policy**

Noncompliance with this policy is handled in accordance with *PPSM* [62](#), [63](#), and [64](#) pertaining to disciplinary and separation matters.

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**V. REQUIRED PROCEDURES**

Not applicable.

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**VI. RELATED INFORMATION**

- [Bylaw 31. Chancellors](#) (referenced in Section III.D of this policy)
- *Personnel Policies for Staff Members*, [62](#), [63](#), and [64](#) (referenced in Section IV.E of this policy)

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**VII. FREQUENTLY ASKED QUESTIONS**

Not applicable.

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**VIII. REVISION HISTORY**

**March 5, 2019:** Updated web links and office titles and made typographical amendments. This Policy was remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

**February 2016:** Technical revisions.

**University of California – Policy PPSM-1**  
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**July 1, 2012:** Reformatted into the standard University of California policy template.

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.