

Finance, Operations and Administration (FOA) Delegations and Approval Authority

Effective November 20, 2018

Human Resources

- FOA Team Leaders (direct reports to the Vice Chancellor) have authority to approve the following HR actions:
 - Stipends up to 25% of an employee's regular salary or stipends that are less than 12 months in total duration, per campus policy,
 - Equity increases and reclassification increases of any amount for existing employees per UC policy,
 - Begin recruitment process (career or limited non-recruitment),
 - Set salary for new hires from off campus and existing career employees per UC policy for all appointment types,
 - Extensions of appointments with budgetary end dates or extensions of temporary increases in an employee's FTE,
 - For represented positions – approve additions to pay or promotions to the next step as dictated per union contract,
 - Phased Retirement contracts and Employee Reduction in Time Program (ERIT),
 - Staff Appreciation and Recognition (STAR) Awards per policy.

- The following HR actions, and all other HR actions with budgetary impact not listed above, still require VC-FOA approval (coordinate approval through Marie Logan logan@ucsc.edu). Examples include:
 - Stipends of more than 25% of an employee's regular salary,
 - Stipends exceeding 12 months in total duration, per UC policy,
 - Stipend extensions with a total duration exceeding 24 months are an exception to policy and require the approval of a principal officer, per local campus procedure,
 - Any retroactive HR actions exceeding six months of retroactivity per local campus procedure.

Entertainment

- Standard entertainment -- current delegations for FOA Team Leaders are set at \$1,000 per event, and some managers within FOA departments also have delegations at other levels.
- Top-level expense certification is delegated to FOA Team Leaders up to \$1,000 per event for the following types of entertainment. (If no ERF is required, then approval can be provided directly within CruzBuy.)
 - Employee morale events
 - Alcohol served or consumed (must be certain campus alcohol policy is followed)
 - Tickets or cash contributions
 - Spouse/Partner/Family invited
 - Per-person maximum rates exceeded
- Student programming (a type of standard entertainment) – One FOA unit has a higher delegation for this type of entertainment. The Colleges, Housing and Educational Services (CHES) Team Leader is delegated \$5,000 per event for student programming, and they have higher delegations throughout their departments to accommodate their needs in this area.
- VC-FOA approval for standard or top-level entertainment is not required unless the total cost for your event exceeds established delegations within your unit or the person being reimbursed is the FOA Team Leader themselves. Please coordinate approval through Marie Logan logan@ucsc.edu.
- A full list of all entertainment delegations is contained within the Financial Affairs Dashboard. Just sign in to the Financial Affairs Dashboard with your CruzID Gold, and you will be able to see a list of those people in your unit with delegated authority to sign for entertainment, their delegation type and their dollar limits.
- Event Order Approvers (EOAs) can be utilized within FOA units, but are not required. No EOA signatures are needed on Entertainment Reporting Form (ERF) documents. If, however, an EOA is utilized, the EOA must be certain to include documentation of Event Expense Certifier (EEC) approval along with their approvals within CruzBuy, per policy.

Travel

- FOA Team Leaders are authorized to approve travel expenditures within their units and are responsible for ensuring travel expenses are fully compliant with UC and UCSC travel policies and that the business purpose of a trip is clearly documented.
- FOA Team Leaders' own travel should be sent to Marie Logan at logan@ucsc.edu for VC-FOA approval.