

## **Business and Administrative Services (BAS) Delegations and Approval Authority**

**Effective March 1, 2017**

### **Human Resources**

- BAS Team Leaders (direct reports to the Vice Chancellor) have authority to approve the following HR actions:
  - Stipends up to 25% of an employee's annual salary or stipends that are less than 12 months in total duration, per campus policy,
  - Equity increases and reclassification increases of up to 25% of current annual salary for existing employees per campus policy (\* see below),
  - Begin recruitment process (career or limited non-recruitment)
  - Set salary for new hires from off campus for all appointment types,
  - Set salary for salary increases of less than 25%, and more than the minimum of the new salary range, resulting from a hiring action for existing career employees by policy (\* see below),
  - 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,
  - Staff Appreciation and Recognition (STAR) Awards per policy.
  
- The following HR actions, and all other HR actions with budgetary impact not listed above, should still be submitted to BAS-ORM/VC-BAS for approval. Examples include:
  - Stipends of more than 25% of an employee's annual salary or stipends exceeding 12 months in total duration, per campus policy,
  - Equity increases and reclassification increases of over 25% of current annual salary for existing employees per campus policy (\* see below),
  - Any salary action for salary increases of 25% or more resulting from a hiring action for existing career employees, except when the salary action brings the salary to the minimum of a new salary range by policy (\* see below),
  - Any retroactive HR actions exceeding six months of retroactivity per campus policy.

\* Principal Officer must approve any salary action that results in a cumulative total of 25% or more increase in an employee's permanent salary in any one fiscal year, except when the salary action brings the salary to the minimum of a new salary range

## **Entertainment**

- Standard entertainment -- current delegations for BAS Team Leaders are set at \$1,000 per event, and some managers within BAS departments also have delegations at other levels.
- Student programming (a type of standard entertainment) – Two BAS units have higher delegations for this type of entertainment. The Colleges, Housing and Educational Services (CHES) and OPERS Team Leaders are delegated \$5,000 per event for student programming, and they have higher delegations throughout their departments to accommodate their needs in this area.
- 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.
- VC-BAS approval for standard entertainment is not required unless the total cost for your event exceeds established delegations within your unit.
- Event Order Approvers (EOAs) can be utilized within BAS 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.
- Top-level expense certification is required from VC-BAS 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
  - Tickets or cash contributions
  - Spouse/Partner/Family invited
  - Per-person maximum rates exceeded

## **Travel**

- BAS 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.
- BAS Team Leaders' own travel should be sent to BAS-ORM for VC-BAS approval.

## **Human Resources – UCSC Local Policy References:**

UCSC A-Z Local Procedure Finder: <http://shr.ucsc.edu/procedures/index.html>

Stipend: <http://shr.ucsc.edu/procedures/stipend/index.html>

Equity increase: <http://shr.ucsc.edu/procedures/equity/index.html>

Reclassification: [http://shr.ucsc.edu/procedures/class\\_reclass/index.html](http://shr.ucsc.edu/procedures/class_reclass/index.html)

Recruitment: <http://shr.ucsc.edu/procedures/recruitment/index.html>

STAR Plan: [http://shr.ucsc.edu/procedures/staff\\_awards/index.html](http://shr.ucsc.edu/procedures/staff_awards/index.html)

## **Entertainment and Travel Policy References:**

UCSC Entertainment, Business Meeting and Other Events Expense Guide:

[https://financial.ucsc.edu/Pages/Entertainment\\_Main.aspx](https://financial.ucsc.edu/Pages/Entertainment_Main.aspx)

UCOP policy - BUS-79 Expenditures for Business Meetings, Entertainment, and Occasions: (copy and paste this into your browser)

<http://policy.ucop.edu/doc/3420364/BUS-79>

UCSC Travel Guide: [https://financial.ucsc.edu/Pages/travel\\_guide.aspx](https://financial.ucsc.edu/Pages/travel_guide.aspx)

UCSC Travel Process Page: [https://financial.ucsc.edu/Pages/Travel\\_Main.aspx](https://financial.ucsc.edu/Pages/Travel_Main.aspx)

Key Tips for UCSC Travelers: [https://financial.ucsc.edu/Pages/travel\\_keys.aspx](https://financial.ucsc.edu/Pages/travel_keys.aspx)

UCOP policy - BUS-G-28 Travel Regulations: (copy and paste this into your browser) <http://policy.ucop.edu/doc/3420365/BFB-G-28>