

Business and Administrative Services (BAS) Delegations and Approval Authority

Effective February 1, 2014

Human Resources

- BAS Team Leaders (direct reports to the Vice Chancellor) have authority to approve the following HR actions:
 - Stipends up to 25% per campus policy (see below) that are also less than 12 months in total duration,
 - Equity increases and reclassification increases of 15% or less of current annual salary for existing employees,
 - Begin recruitment process (career or limited non-recruitment)
 - Set salary for new hires from off campus for all appointments except career appointments (where there are some limitations on delegated authority),
 - Set salary up to 25% above the minimum of the salary grade for new hires from off campus for career appointments,
 - 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,
 - 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.

- 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% per campus policy (see below), and any stipends exceeding 12 months in total duration,
 - Equity increases and reclassification increases of over 15% of current annual salary for existing employees,
 - Any new hires from off campus for career appointments that propose a salary more than 25% above the minimum of the salary grade,
 - 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,
 - Any salary action that results in a cumulative total of 25% or more increase in an employee's salary in any one fiscal year, except when the salary action brings the salary to the minimum of a new salary range by policy,

- All Staff Appreciation and Recognition (STAR) Awards.
- A BAS HR Action Form must accompany any HR Action request (except STAR Awards) that is submitted to BAS-ORM/VC-BAS for approval. Forms may be found at <http://bas.ucsc.edu/orm/index.html>

Entertainment

- Standard entertainment -- current delegations for BAS Team Leaders are set at \$500 (and \$1,000 for the Colleges, Housing and Educational Services – CHES Team Leader), and some managers within BAS departments also have delegations at other levels.
- Student programming – The Colleges, Housing and Educational Services (CHES) Team Leader is delegated \$5,000 for student programming, and CHES has higher delegations throughout its departments to accommodate its 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 Entertainment Reporting Form (ERF) for your event exceeds established delegations within your unit. In this case, the ERF should be sent to BAS-ORM for VC-BAS signature at the point an Event Expense Certifier (EEC) signature would normally be required.
- Event Order Approvers (EOAs) can be utilized within BAS units, but are not required. No EOA signatures are needed on ERF documents.

Travel

- BAS Team Leaders are authorized to approve travel expenditures 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.

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

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

STAR Plan: http://shr.ucsc.edu/procedures/staff_awards/index.html

Entertainment and Travel Policy References:

UCSC Event Order & Expense Guides:

https://financial.ucsc.edu/Pages/Entertainment_Main.aspx

UCOP policy - BUS-79 Expenditures for Business Meetings, Entertainment, and Occasions: <http://policy.ucop.edu/doc/3420364/BFB-BUS-79>

UCSC Travel Guide: https://financial.ucsc.edu/Pages/Travel_Main.aspx

UCOP policy - BUS-G-28 Travel Regulations:

<http://policy.ucop.edu/doc/3420365/BFB-G-28>

UCSC Financial Affairs Dashboard:

<https://financial.ucsc.edu/Pages/Dashboard.aspx>