

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(310) 985-2672

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To: Presidents

From:  June M. Cooper
Vice Chancellor
Human Resources and Operations

Subject: Personnel Policy and Program Administration - Delegation of Authority

Recently you were asked to identify programs currently administered by the Chancellor's Office which you felt could be effectively delegated to the campus level. After a comprehensive review of those services currently being provided by the Chancellor's Office, the Executive Council meeting with the Presidents identified six issues which can be delegated to the campus level at this time. They are: 1) hiring of foreign nationals; 2) conflict of interest reporting; 3) confidential employment designation; 4) payment above the maximum of the salary range; 5) reporting of fee waiver program utilization; 6) administration of the Management Personnel Plan (MPP); and 7) final approval of employee discipline.

The following is a brief explanation of the items to be delegated and the new procedure for implementation.

1. HIRING OF FOREIGN NATIONALS

The Chancellor's Office currently monitors the laws and regulations regarding the practice of hiring foreign nationals, develops guidelines for the hiring of foreign nationals, and reviews and approves/disapproves waiver requests for foreign nationals hired into tenure-track appointments.

Effective February 3, 1992, the Chancellor's Office will continue to monitor the laws and regulations pertinent to the hiring of foreign nationals and provide guidelines and advice to campuses as appropriate. Waiver requests for foreign nationals hired into tenure-track appointments will now be approved/disapproved by each President or designee.

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2. CONFLICT OF INTEREST REPORTING

The Chancellor's Office currently reviews laws and regulations regarding conflict of interest reporting, informs campuses of annual reporting requirements, and requests notification that a campus has completed filing requirements.

Effective February 3, 1992, the Chancellor's Office will continue to monitor laws and regulations regarding conflict of interest reporting; however, the campuses will no longer be informed of annual reporting requirements and will not be required to notify the Chancellor's Office when filing has been completed.

3. CONFIDENTIAL DESIGNATION

The Chancellor's Office currently develops guidelines for confidential employee designations and reviews and approves all campus requests.

Effective February 3, 1992, the Chancellor's Office will continue to develop the criteria for confidential designation; however, each campus will be responsible for approving all confidential designations and will no longer be required to notify the Chancellor's Office.

4. PAYMENT ABOVE THE MAXIMUM OF THE SALARY RANGE FOR NON-MANAGEMENT EMPLOYEES

The Chancellor's Office currently develops guidelines for payment above the maximum of the salary range and reviews and approves campus requests.

Effective February 3, 1992, the Chancellor's Office will continue to develop policy for payment above the maximum of the salary range. However, each campus will have the authority to determine payment above the maximum of the range for non-management employees and implement the action as required.

5. FEE WAIVER PROGRAM

The Chancellor's Office currently monitors the use of the campus Fee Waiver program by requiring an annual utilization report from each campus.

Effective February 3, 1992, the Chancellor's Office will no longer require campuses to submit an annual fee waiver utilization report. It is recommended that each campus determine its own need to develop and maintain such information.

6. ADMINISTRATION OF THE MANAGEMENT PERSONNEL PLAN (MPP)

The Chancellor's Office currently has responsibility for the MPP including establishing salary ranges, providing reports of systemwide salary ranges and salary survey data on management salaries, and consulting with campuses concerning the administration of the MPP. Salaries for senior campus administrators are set in consultation with the central office. This office has also required reports from the campuses of MPP salary increases of less than 3% and greater than 15%.

Effective February 3, 1992, the campuses will no longer be required to report salary increases of less than 3% and greater than 15%. The MPP salary administration will be the responsibility of each President or designee with the exception that payments of salaries above the maximum of the salary range require prior consultation with the Vice Chancellor, Human Resources and Operations.

7. FINAL APPROVAL OF EMPLOYEE DISCIPLINE.

In the current system campuses investigate and propose sanctions, and the Office of the General Counsel prepares documents, offers legal advice and when necessary makes presentations before the State Personnel Board. In non-faculty discipline cases involving suspensions of one year or less the campus president has the authority to approve the action after the Office of the General Counsel has reviewed the case and prepared the documents. In cases where the sanction exceeds a one year suspension without pay the Office of Human Resources and Operations reviews and approves the decision. Faculty Affairs is available during this process to provide advice on faculty discipline; although the initiation and approval of faculty discipline has been delegated to the campuses.

Changes to the current policy and practice will be made pursuant to a revised Executive Order. These policy changes are being developed currently and a report of the progress will be sent to you in a subsequent memorandum.

The State Controller's Office has been appropriately informed of these policy changes. Technical letters that provide guidelines for each subject now delegated to the campuses will be sent under separate cover (as appropriate). All questions should be directed to Kathy Mandel, Director, Compensation, Policy and Personnel Programs at (310) 985-2672.

It is my hope that these changes will enhance the efficiency of personnel operations.

JMC:lb