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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE VICE PROVOST --
ACADEMIC PERSONNEL

OFFICE OF THE PRESIDENT
1111 Franklin Street, 11th Floor
Oakland, California 94607-5200

February 25, 2013

COUNCIL OF VICE CHANCELLORS
LABORATORY DIRECTOR ALIVISATOS
ACADEMIC COUNCIL CHAIR POWELL
ANR VICE PRESIDENT ALLEN-DIAZ

**Re: Systemwide Review of Proposed Revised Academic Personnel Manual (APM)
Section IV, Salary Administration (APM - 600 Series)**

Dear Colleagues:

Enclosed for Systemwide Review are proposed revisions to APM Section IV, Salary Administration. Proposed revisions are responsive to campus requests to update the APM - 600 series in accordance with current policy implementation, to correct outdated delegations of authority and to make technical corrections that have been identified since the policies were last reviewed, in some instances decades ago. Additionally, we are taking the opportunity to reformat the policies to be congruent with the overall APM style and format. A Summary of the APM - 600 Series Proposed Revisions is attached to this letter as a guide regarding changes proposed for each policy within APM Section IV.

Proposed revisions are prompted in part by the UCPath initiative. In addition to replacing the payroll system, a key component of the UCPath initiative is building a systemwide Shared Service Center designed to ensure systemwide consistency in business process quality and implementation. Shared Service Center personnel will rely on the APM - 600 series to perform these transactions. It is essential that procedural information contained within the policies be up-to-date, clear and consistent from policy to policy within the Series.

Additionally, the proposed revisions incorporate comments received during Management Consultation, many of which were technical and stylistic, intended to clarify language for consistency of interpretation.

Systemwide Review is a public review distributed to the Chancellors and Executive Vice Chancellors requesting that they inform the general University community, affected employees and unions about policy proposals. Systemwide Review also includes a mandatory, three-month full Senate review.

Employees should be afforded the opportunity to review and comment on the draft new policy, available online at: <http://www.ucop.edu/academic-personnel/academic-personnel-policy/policies-under-review/index.html>. Attached is a Model Communication which may be used to inform non-exclusively represented employees affected by these proposals.

February 25, 2013
Page 2

This letter and enclosures anticipate that you will begin Systemwide Review of the proposed draft and submit comments no later than **May 28, 2013**. Please send comments on the proposed policy to ADV-VPCARLSON-SA@ucop.edu. Questions may be directed to Janet Lockwood at Janet.Lockwood@ucop.edu or (510) 987-9499.

Sincerely,



Susan Carlson
Vice Provost
Academic Personnel

Enclosures: *Proposed Revised APM Section IV, Salary Administration (APM - 600 Series)*
Summary of APM - 600 Series Proposed Revisions
Model Communication

cc: President Yudof
Chancellors
Provost Dorr
Executive Vice President Brostrom
Senior Vice President Vacca
Vice President Beckwith
Vice President Duckett
Vice Provosts – Academic Personnel
Academic Personnel Directors
Executive Director Fox
Executive Director Rodrigues
Executive Director Tanaka
Executive Director Winnacker
Deputy General Counsel Birnbaum
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Systemwide Policy Director Capell
Director Chester
Manager Lockwood
Human Resources Policy Analyst Bello
Senior Administrative Analyst Rupert