VICE CHANCELLORS--ADMINISTRATION

Dear Colleagues:

Supervisory Title Proposal and Related Changes to Staff Policies 2, Definition of Terms, and 60, Layoff and Reduction in Time

Based on consultation with Human Resource Officers, Compensation Managers, and Labor Relations Managers, the Workforce Planning and Compensation unit has proposed to establish a list of supervisory titles for non-represented employees in various professional classifications. A proposed supervisor title would be created for each classification series, as opposed to each classification title. As you know, supervisory positions for a given classification series may be allocated to various salary ranges, each corresponding to a salary grade in the occupational series. A benefit of the proposed approach is to incur the advantage of having class specifications while avoiding the burden of writing separate specifications for every level of supervisory responsibility that exists within a series. This new approach will also serve to limit the proliferation of title codes, which has been one of the human resource program goals that you have endorsed.

To implement this proposal, various existing staff policies require modification for consistency with the new classification approach. These include the order of layoff provisions in Policy 60.E., Indefinite Layoff and Indefinite Reduction in Time; the recall provisions in Staff Policy 60.F.1., Right to Recall; and the definitions of upward, lateral, and downward reclassification in Staff Policy 2, Definition of Terms.

In addition to the proposed supervisory titles and related Staff Policy changes, it is proposed that the definition of "Regrading" be added to Staff Policy 2, Definition of Terms.

The proposed policy changes and list of supervisory titles are attached. As this is a formal review, employees should be given the opportunity to comment. The campuses have reviewed preliminary drafts of the proposed changes and their suggestions have been incorporated. The proposed changes will be available on the Human Resources and Benefits website at: http://www.ucop.edu/humres/uwide.html.

We would appreciate receiving the results of the campus formal review by February 16, 2002. If you or your staff have questions, please call Judi Rill at 510/987-0852 for policy issues and Frances Parrish-Anderson at 510/987-0874 for classification issues.
Lubbe Levin
Assistant Vice President--
Policy, Planning and Research

Attachments (3)

cc:  Senior Vice President Mullinix
     Vice President Gomes
     Associate Vice President Boyette
     Executive Director Cieszkiewicz
     Executive Director French
     Acting Director Haberman
     Assistant Director Glasscock
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     Coordinator Jeffries
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