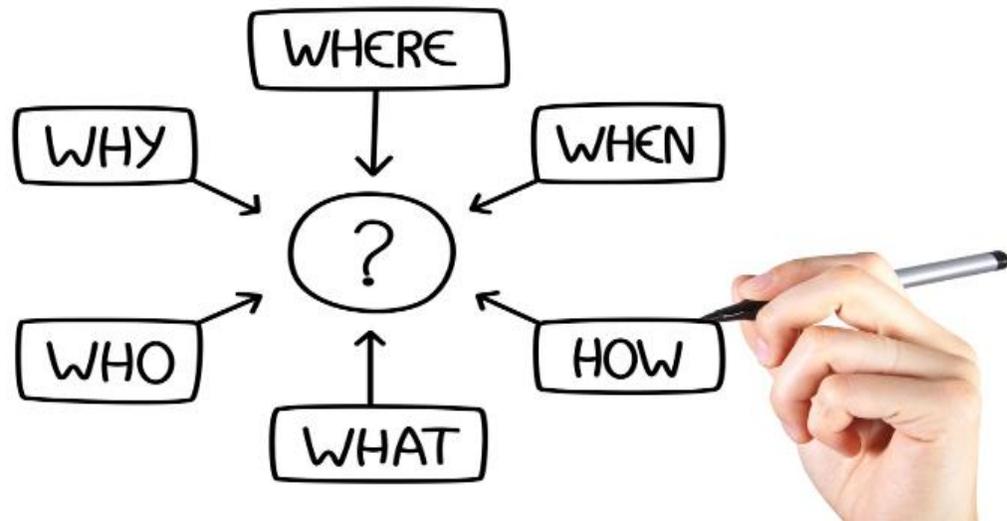# UNDERSTANDING UC POLICIES & PROCEDURES

PRESENTED BY

UCSB HUMAN RESOURCES

SMART WORKSHOP SERIES

I'M NEW TO UC AND I CAN'T UNDERSTAND HOW TO NAVIGATE UC POLICIES & PROCEDURES?

LET'S BACK UP AND LOOK AT THE BIG PICTURE

The hierarchy of laws, policies, procedures and guidelines tells you that the highest level of 'authority' comes from Federal and State Laws and Regulations and everything else that we use to make decisions at UC must conform, or be consistent with those laws, if applicable, in a descending level of authority.

Laws

Regulations

Policies

Standards

Practices, Procedures & Guidelines
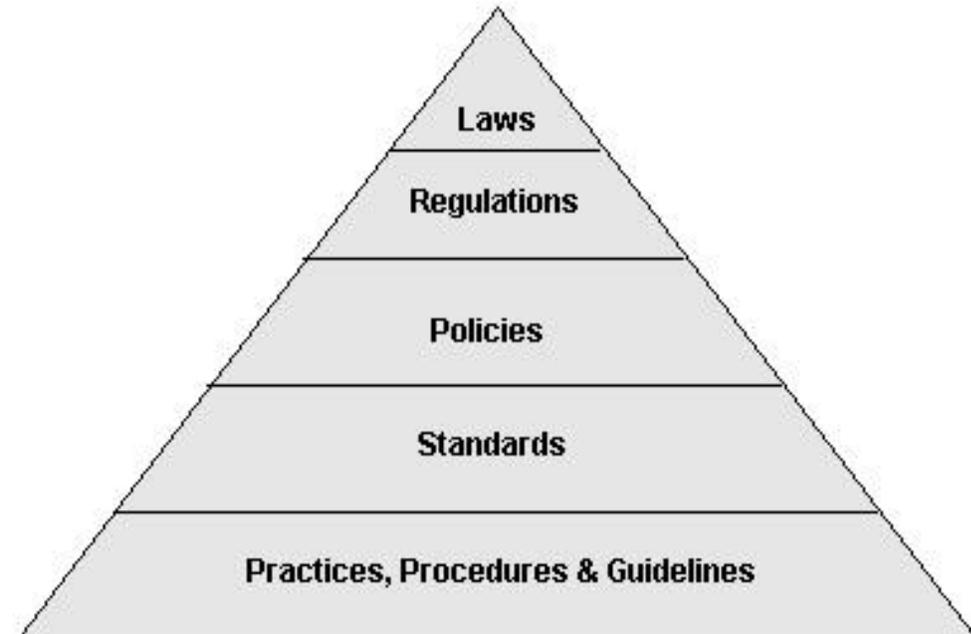
WHO DECIDES ON THE POLICIES AT UC?

The University of California is chartered by the Constitution of the State of California. Governance of the University is entrusted to the Board of Regents (The Regents). The Regents' role is similar to that of the board of directors of a large corporation, responsible in this case for governing and setting policy for the University.

UC President Janet Napolitano

SYSTEMWIDE VS. LOCAL POLICIES

Chancellor Henry Yang

The Regents have delegated much of the general UC policy making and implementation to UC President Janet Napolitano and she, in turn, delegates some of her authority to the Chancellors on each campus. Thus, we have our own hierarchy of policies in the UC system, with Regental Standing Orders being the highest policy level, followed by Presidential or "systemwide" policies (systemwide refers to something applying to all UC locations) and then local campus or location policies. (There are also Academic policies which have their own hierarchy.)

REGENTAL STANDING ORDERS

⬇

SYSTEMWIDE POLICIES

⬇

LOCAL POLICIES

SYSTEMWIDE POLICIES

There are MANY Universities policies, covering a wide range of areas and topics. Some may directly apply to your work and others may not. Some of the Presidential Policies that we recommend you become familiar with include:

❑Business & Finance Bulletins

❑Academic Policies & Procedures

❑Accounting Manual

LOCAL POLICIES

Depending on the scope and requirements of particular systemwide policies, a campus may determine that a local policy is needed to assist with interpretation and implementation of a systemwide policy. In other cases, there is a campus-only issue that requires a local policy that stands alone.
Our campus has a Policy Coordinator and a web page that serves as a central place to search for all campus policies. This web page has a search function that can be a great place to start your search for relevant policy. You can also search the Presidential policy page.
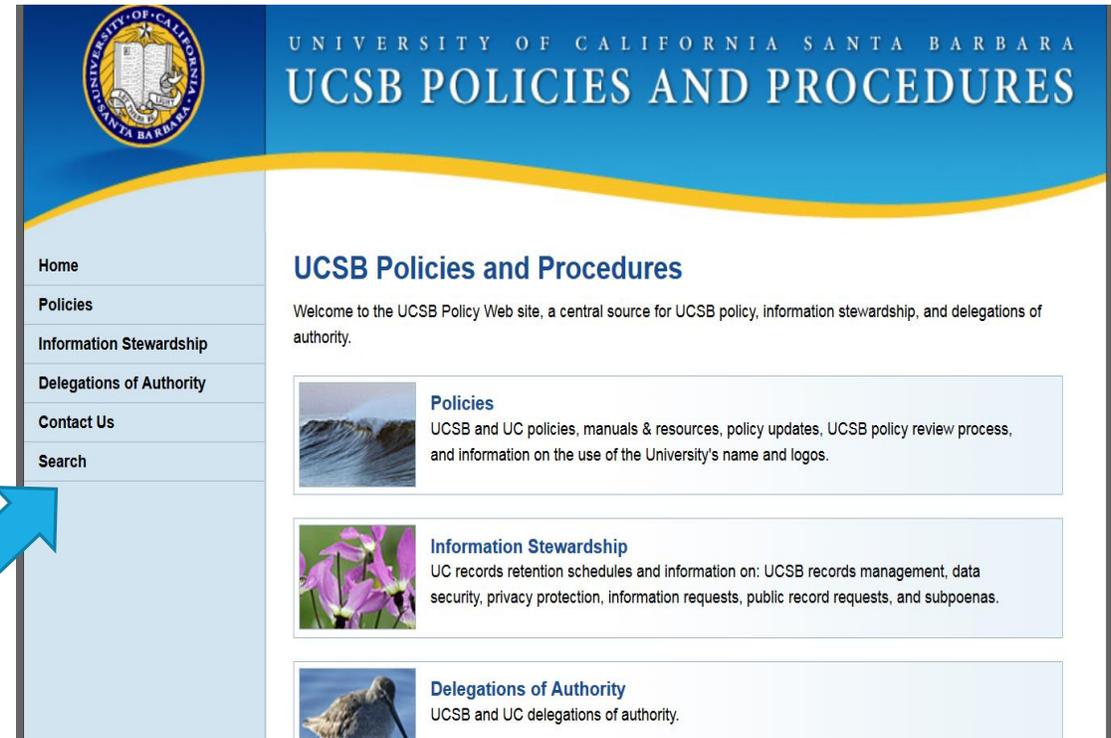
UNIVERSITY OF CALIFORNIA SANTA BARBARA
UCSB POLICIES AND PROCEDURES

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UCSB Policies and Procedures

Welcome to the UCSB Policy Web site, a central source for UCSB policy, information stewardship, and delegations of authority.

Policies
UCSB and UC policies, manuals & resources, policy updates, UCSB policy review process, and information on the use of the University's name and logos.

Information Stewardship
UC records retention schedules and information on: UCSB records management, data security, privacy protection, information requests, public record requests, and subpoenas.

Delegations of Authority
UCSB and UC delegations of authority.

WHAT'S THE DIFFERENCE BETWEEN POLICY AND PROCEDURE?

POLICY

Policies are guiding principles that express the institutional culture, goals, and philosophy.

Policies promote consistency and operational efficiency, enhance the University's mission and mitigate significant institutional risk. Policies allow for some discretion by guiding decision making and limiting or setting parameters or choices.

PROCEDURE

Procedures are step-by-step descriptions of the tasks required to support and carry out organizational policies.

Procedures articulate the process for accomplishing controls. Procedures might also document a course of action accomplished in a defined order, ensuring the consistent and repetitive approach to accomplishing control activities.

NOW CAN YOU EXPLAIN HOW I FIND HR POLICIES?

HR POLICIES- SYSTEMWIDE AND LOCAL

Just like all the other policies we've described, HR policies can be issued at the systemwide level, local campus or both. In all cases, we recommend that you start with systemwide policies and then check to see if there is a local policy that supplements the systemwide policy. The general employment policies are called Personnel Policies for Staff Members or PPSM. (Note: Employees represented by a union are not covered by PPSM. Please refer to the applicable collective bargaining agreement for represented employees.)

UNIVERSITY OF CALIFORNIA
Office of the President

Presidential Policies > Policy Manuals > Personnel Policies for Staff Members

Presidential Policies

Personnel Policies for Staff Members

HR POLICIES- UCSB

Local Personnel Policies for Staff Members or LPPSM are available on the UCSB Human Resources web site. There are also helpful links to the systemwide PPSM web site and other campus and systemwide policy resources.

ONE FINAL WORD ON POLICIES

In addition to PPSM and LPPSM, we recommend that all new employees review the following policies:

Electronic Communications Policy

Sexual Harassment & Sexual Violence

Whistleblower Policy

Whistleblower Protection Policy

If you want to learn more about UC policies – check out the FAQs on the UCOP Presidential Policy web page.

WE HOPE WE'VE HELPED YOU FIGURE OUT HOW TO NAVIGATE THE WORLD OF POLICIES AND PROCEDURES AT THE UNIVERSITY OF CALIFORNIA!

IF YOU NEED HELP, CALL YOUR FRIENDS IN HUMAN RESOURCES
WE LOVE POLICIES & PROCEDURES!

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