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Policy Profile

Policy Title:	Delegation of Personnel Authority for Employees Exempt from the State Personnel System
APS Number:	5020
Effective:	July 1, 2010
Approved by:	President Bruce D. Benson
Responsible University Officer:	Vice President, Employee and Information Services
Responsible Office:	Vice President, Employee and Information Services
Policy Contact:	Vice President, Employee and Information Services
Supersedes:	October 2, 2006
Last Reviewed/Updated:	July 1, 2010
Applies to:	All campuses

Policy Snapshot

Brief Description: Specifies to whom the president may further delegate authority for personnel actions of exempt employees of the university and the requirements for the delegation to be in writing and on file with the chief human resources officer.

Reason for Policy: To implement regent policy and establish the requirements for filing delegations with the chief human resources officer.

I. Introduction

Regent Policy 2-K, Delegation of Personnel Authority to the President for Employees Exempt from the State Personnel System, as amended February 11, 2010, delegates to the President of the University of Colorado authority over specified personnel matters and authorizes the president to further delegate the authority by an express, written delegation.

II. Policy Statement

- A. By the authority granted by Regent Policy 2-K, the president may:
 1. Delegate to the chancellors, and, upon the recommendation of the chancellor, to vice chancellors and/or deans, the authority granted to the president under Regent Policy 2-K over *personnel matters* regarding university staff and faculty rostered on their campuses; and
 2. Delegate to a vice president authority over *personnel matters* regarding the university staff reporting through that vice president.
- B. Any delegations made pursuant to Regent Policy 2-K and this administrative policy statement must be express and in writing. Each delegation will be posted on the Office of Policy and Efficiency website.
- C. To the extent that this administrative policy statement is inconsistent with any previously issued administrative policy statement(s), this policy statement shall control.

III. Definitions

For purposes of this APS, *personnel matters* is defined consistently with Regent Policy 2-K as appointments, terminations, title changes, and salaries, including administrative stipends. Authority over any personnel actions which are not included in the definition of *personnel matters* (for example, leave approvals, evaluations, and acceptance of resignations and retirements, etc.) shall be exercised in accordance with and under the authority provided by applicable Board law or policy or administrative policy statement.

IV. Related Policies, Procedures, Forms, Guidelines and Other Resources

- A. Administrative Policy Statements (APS) and Other Policies

Regent Policy 2-K

V. History

- The original APS on Delegation of Personnel Authority for Employees Exempt from the State
- Personnel System was implemented December 11, 2003 with revisions made on October 2, 2006.
- The term "officers and exempt professionals" was replaced with the term "university

staff? effective November 1, 2014

VI. Key Words

Hiring; flexibility; personnel action; non-classified; appointment; job classes; job types

Attachments:

Video:

Images:

Groups audience:

Office of Policy and Efficiency (OPE)

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