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## **APS 5020 - Delegation of Personnel Authority for Employees Exempt from the State Personnel System**

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### **Policy Profile**

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

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