

University of California, Berkeley

Policy Issued: April 14, 2006

Effective Date: April 14, 2006

Policy Revised: April 1, 2016 (see end for explanation)

Supersedes: Policy on Release Time for Staff Participation in Activities of Recognized Staff Organizations, September 1, 1992

Next Review Date: April 1, 2021



Staff Participation in Campus-Sponsored Activities, Including Sponsored Staff Organizations

Current Responsible Executive: Vice Chancellor-Administration & Finance

Responsible Office: Human Resources

Contact: Jeannine Raymond, Assistant Vice Chancellor-Human Resources: jraymond@berkeley.edu, 642-9022

Policy Statement

Consonant with applicable personnel policies and collective bargaining agreements, and subject to the operational needs of the unit, campus unit managers are expected to provide staff members time to participate in campus-sponsored activities that support professional development, networking, engagement, and community building consistent with the mission and goals of the University.

Scope of Policy

This policy affects all staff members.

Why We Have This Policy

The goal of this policy is to promote the development of a high-performing operational culture that actively engages staff in activities sponsored by the campus, including activities sponsored by official sponsored staff organizations. Sponsored staff organizations provide opportunities for members of the campus staff to interact and share in activities related to their University duties,

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service to the campus, and the overall mission and goals of the University and to develop their leadership skills.

Procedures

Staff organizations must be sponsored by one of the following: the Director, Staff Diversity Initiatives; the Manager of Staff Learning and Development; or the Assistant Vice Chancellor-Human Resources.

Sponsored staff organizations have a shared responsibility to build community and support staff development. They do not advocate for or represent staff in any matter related to the terms or conditions of employment. Obligations of sponsored staff organizations include, but are not limited to, the following:

- Membership must be equally open to all staff.
- All sponsored staff organizations will follow the rules and policies of the University of California, Berkeley.
- All sponsored staff organization are required to register with Human Resources annually by July 31 and maintain an updated list of the names and email addresses of its officers.
- No member of a sponsored staff organization may sign a contract on behalf of the sponsored staff organization or the University without prior sponsor approval.
- Neither the sponsor nor the central budget office provide funding for sponsored staff organizations, though other forms of support may be available (e.g. room use, streaming technology, etc.) subject to the approval of the sponsor.
- All fundraising must conform to applicable University business policies, and must be approved in advance by the sponsor. The proceeds must be handled and managed through an agency account set up by the campus controller. Signatures on the account must include at least one sponsor.

A list of the sponsored staff organizations recognized by the campus will be maintained at: <http://stafforg.berkeley.edu/>.

Responsibilities

Assistant Vice Chancellor-Human Resources:

- Interprets this policy for the campus.

Managers, Supervisors, and Departmental Business or Personnel Managers:

- Approve requests from staff to participate in campus sponsored activities, subject to the operational needs of the unit. Provide flexible staffing arrangements to facilitate participation when possible.

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- Consider development of leadership skills through service in a sponsored staff organization as an annual performance goal. Participation in a sponsored staff organization, particularly at the leadership level, can be a good development experience and can be included in a broader development plan.

Staff:

- As far in advance as possible, request to participate in sponsored staff organization activities during normal work hours in accordance with the requirements of this policy and the operational needs of the unit as determined by its manager or supervisor.

Staff Organization Sponsors:

- Ensure the alignment of engagement and development activities for staff with campus priorities.
- Approve requests for new organizations and their charters.

Web Site Address for This Policy

<http://campuspol.berkeley.edu/policies/stafforgs.pdf>

Glossary

Sponsored staff organization: An organization that satisfies the following criteria:

- Is sponsored by the Director of Staff Diversity, the Manager of Staff Learning and Development, or the Assistant Vice Chancellor-Human Resources.
- Has a charter approved by the sponsor.
- Is listed on the campus website for recognized campus groups (<http://stafforg.berkeley.edu>).
- Is dedicated to supporting employee engagement by providing activities for staff to meet fellow employees for cultural and/or intellectual pursuits, professional development, and building community.
- Does not have religious, political, commercial, or other outside agency interests as its focus.

Campus-Sponsored Activities: A variety of campus-run programs typically conducted outside the normal work unit for the purpose of developing staff in areas that support University goals. Examples include learning and development programs for managers and professionals, computer training, the Next Opportunities at Work (NOW) Conference, and community building and staff development during Staff Appreciation Week events.

Official Sponsors: One of the following three campus positions: the Director, Staff Diversity Initiatives; the Manager of Staff Learning and Development; or the Assistant Vice Chancellor-Human Resources.

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Related Documents

Chancellor Tien's Policy on Release Time for Staff Participation in Activities of Sponsored staff organizations, September 1, 1992:

<http://campuspol.chance.berkeley.edu/policies/stafforganizations.pdf>

Personnel Policies for Staff Members 50 (Professional Development):

<http://policy.ucop.edu/doc/4010408/PPSM-50>

Campus collective bargaining agreements: <http://hr.berkeley.edu/labor/contracts>

Revision History

April 1, 2016:

This document is a major revision of the "Policy on Time for Staff Participation in Activities of Recognized Staff Organizations," last revised August 4, 2008.

August 4, 2008:

Page 1: Policy Issued Date and Effective Date added (both fields were previously blank).