

University of California, Berkeley

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INTERIM POLICY

Revision Date: March 1, 2020

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

Next Review Date: February 28, 2021

Staff Participation in Campus-Sponsored Activities, Including Sponsored Staff Organizations, Campus-Sponsored Fellowship Programs, and other campus-sponsored events

Current Responsible Executive:	Vice Chancellor-Administration
Responsible Office:	People & Culture (formerly Human Resources)
Contact:	Eugene Whitlock, Assistant Vice Chancellor People & Culture, ewhitlock@berkeley.edu , 510-644-4942

Policy Statement

Consistent with applicable personnel policies and collective bargaining agreements, campus unit managers are expected to provide staff members time to participate in campus-sponsored activities that support learning and 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 culture that actively engages staff in activities sponsored by the campus, including activities sponsored by official sponsored staff organizations, official campus fellowship programs, and other campus-sponsored events.

The goals of campus-sponsored activities including sponsored staff organizations, fellowship programs and other campus-sponsored events is to provide opportunities for campus staff to:

- interact and share in activities related to their University duties
- provide service to the campus and the overall mission and goals of the University,

- develop their leadership and professional skills,
- explore another work context at UC Berkeley without a long-term commitment,
- demonstrate and practice adaptability and transferable skills, and
- expand their network of contacts.

Procedures

Campus-Sponsored Activities:

A list of activities that fall into this category can be found in the glossary section of this policy. When not addressed below, each activity must follow the procedures set by the appropriate campus sponsor.

Release Time for Campus-Sponsored Activities:

Exempt employees are entitled to at least 10 workdays of approved paid release time annually, and non-exempt employees are entitled to at least 80 hours of approved paid release time annually to participate in campus-sponsored activities. Release time cannot be accrued for carry-forward to the next year.

Sponsored Staff Organizations:

Staff organizations must be sponsored by one of the following: the Director of Diversity, Equity, Inclusion, and Belonging; the Director, People and Organization Development; or the Assistant Vice Chancellor-People & Culture (formerly Human Resources) or equivalent positions.

Sponsored staff organizations have a shared responsibility to build community and support staff learning and 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 open to all staff.
- All sponsored staff organizations will follow the rules and policies of the University of California, Berkeley.
- All new sponsored staff organizations are required to register with UC Berkeley People & Culture (formerly Central Human Resources). This requires submitting governing documents outlining organizational purpose, roles, and leadership transitions. Existing staff organizations are asked to confirm annually with UC Berkeley People & Culture (formerly Central Human Resources) that documents on file are still current.
- All sponsored staff organizations are required to submit an annual plan, budget and budget forecast to their respective sponsor for approval by June 30 of each year.
- All sponsored staff organizations are required to maintain an updated list of the names and email addresses of its officers with UC Berkeley People & Culture (formerly Central Human Resources).
- All sponsored staff organizations are required to meet with their sponsor (or a representative) at least two times per year.
- 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.

- Although campus funding is not guaranteed for staff organizations, a sponsored staff organization may have access to forms of support, including food for key events, room reservations, streaming technology, etc. that is subject to the approval of the sponsor.
- All sponsored staff organizations are required to maintain accurate bookkeeping, and a record of expenditures within the corresponding fiscal year, if applicable.
- All fundraising must conform to applicable University business policies, and must be approved in advance by the organization's sponsor.
- All sponsored staff organizations are required to seek reasonable accommodations for staff with disabilities, remote workers, and others, when requested, so that all interested staff may participate.

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

Campus-Sponsored Fellowship Programs:

Campus-Sponsored Fellowship Programs afford staff members an opportunity to gain exposure to an area beyond their immediate job context, in support of career mobility and campus community.

- Campus-sponsored fellowships are comprised of projects or other value-added, short-term work that represent approximately 5% of a full-time workload.
- Fellowship positions do not displace employees or replace paid positions or the work of regular employees. Fellowships are short-term experiences that generally last approximately 3-4 months.
- The fellowship is an unpaid professional development activity. Fellows do not receive wages or stipends over and above their existing salary.
- Staff members must apply for a specific fellowship project (defined in brief position description) through a simple, but precise, application and selection process.
- When the sponsoring department selects a Fellow, a fellowship agreement (MOU) is completed and shared with the Career & Professional Development Lead within UC Berkeley People & Culture (formerly Central Human Resources). Both the sponsoring manager and the Fellow's releasing manager must be in support for the fellowship to go forward.
- The sponsoring campus department seeks approval and/or support from UC Berkeley People & Culture (formerly Central Human Resources), as needed.
- The sponsoring campus department or the Fellow can discontinue the fellowship at any time.
- Fellowships are structured and implemented according to written Fellowship guidelines.

Responsibilities

Assistant Vice Chancellor-People & Culture (formerly 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, unless approval would substantially impede the operations of the unit.

- Provide flexible staffing arrangements to facilitate participation.
- Consider participation in any campus-sponsored activity as a performance development goal that is documented on the staff member's performance evaluation. Participation in approved and appropriate campus-sponsored activities is seen as a development opportunity available for all staff.
- Consider development of leadership and professional skills through service in a sponsored staff organization as a performance development goal that is documented on the staff member's performance evaluation. Participation in a sponsored staff organization, particularly at the leadership level, is seen as a good development experience and can be included in a broader development plan.
- Consider participation in a campus-sponsored fellowship program as a performance development goal that is documented on a staff member's performance evaluation. Participation in a campus-sponsored fellowship program is seen as a good development experience and can be included in a broader development plan.

Staff:

- As far in advance as possible, request to participate in campus-sponsored activities during normal work hours in accordance with the requirements of this policy.

Campus-Sponsored Activity, Sponsored Staff Organization, and Campus-Sponsored Fellowship Program Sponsors:

- Ensure the alignment of engagement and development activities for staff with campus priorities.
- Specifically, for sponsors of Staff Organizations: Approve requests for new organizations that clearly create new opportunities not currently offered by existing sponsored staff organizations.

Web Site Address for This Policy

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

Glossary

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, but are not limited to, learning and development programs; technology and systems training; career development workshops; systemwide development programs; staff career development conferences (such as the Next Opportunities at Work (NOW) Conference); the New Employee Reception and Orientation; online learning opportunities; fellowship programs; mentor programs; meetings and events hosted by campus staff organizations; campus, unit and/or department advisory groups and committees; and community building / staff development events held during Staff Appreciation Weeks.

Sponsored Staff Organization: An organization that satisfies the following criteria:

- Is sponsored by the Director of Diversity, Equity, Inclusion, and Belonging; the Director, People and Organization Development; or the Assistant Vice Chancellor, People & Culture (formerly Human Resources) or equivalent positions.
- Has governing documents / charter identifying purpose, roles, and leadership transitions approved by its respective 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, learning and professional development, and community building community.
- Does not have religious, political, commercial, or other outside agency interests as its focus.

Campus-Sponsored Fellowship Program: A program intended to give staff the opportunity to work outside of their immediate office to gain exposure, experience, and knowledge through a defined project or other productive activity.

Official Sponsors: One of the following three campus positions: the Director of Diversity, Equity, Inclusion, and Belonging; the Director, People and Organization Development; the Assistance Vice Chancellor, People & Culture (formerly Human Resources) or equivalent positions.

Sponsorship: In the context of this policy, sponsorship refers to having the written and confirmed support of an official sponsor, as listed above. Sponsorship does not guarantee financial support of the program or organization.

Fellowship: In the context of this policy, fellowship refers to an unpaid opportunity for campus staff members to gain exposure to an area beyond their immediate job context, in support of career mobility and campus community.

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

December 10, 2019:

This document is a revision of the "Staff Participation in Campus-Sponsored Activities, Including Sponsored Staff Organizations", last revised April 1, 2016.

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).