Staying Up-to-Date on UC Policy and UCSD Procedure Revisions

February 12, 2003

Summary: Recently, several revisions have been made to UC Personnel Policies for Staff Members (PPSM) and UCSD Implementing Procedures. Link to Blink for a comprehensive, topical look at Policies and Procedures, including matrices with brief summaries of all changes for the period January 2001 – June 2002.

Background: The PPSM and UCSD Implementing Procedures are often revised as a result of informal and formal reviews as well as regulatory requirements. Additionally, technical (e.g., terminology references) and formatting modifications are often made to improve Blink access, online use and retention, and print layout.

Commentary: According to Jonnie Craig-Winston, Director of Policy Development and Quality of Work/Life, “One of Human Resources’ primary goals is to keep key campus personnel apprised of new and revised UCSD personnel policies. Frequent and effective communications ensure the consistent application of University policies, practices, and procedures in the supervision of staff employees.”

Questions? Contact Jonnie Craig-Winston at jcraig@ucsd.edu or (858) 534-8037.

Some Recent Revisions to Policies and Procedures

Military Leave — updated such that eligible employees receive pay for "inactive duty training" as well as active duty training; extended Supplemental Military Pay Period from 180 days to 365 days

Probationary Period — completion now based on "day-for-day" service for six continuous months

Paid Holidays — updated with the designation of Cesar Chavez Day

Sick Leave — revised to include Curtailment Leave, and to expand list of those for whom employees may provide care due to illness or bereavement

Leave of Absence — Catastrophic Leave Donation Program revised such that, "Any eligible employee may receive or donate vacation hours to other eligible employees regardless of represented or non-represented status."

For a complete list of changes for the period January 2001 – June 2002, please see: Policies and Procedures