

UC Davis Personnel Policies for Staff Members

Introduction

Section 2, Definition of Terms

Date: 10/31/03, reissued 12/19/08

Supersedes: 6/11/98

Responsible Department: Human Resources

Source Document: [UC PPSM 2](#)

Department Head. The chairperson of a department or the head of an administrative or other unit, as designated by the dean, vice chancellor, or hospital director.

Exempt Employee. Titles and title codes that are exempt from the overtime provisions of the Fair Labor Standards Act are marked "Premium Overtime = N" for "No" in the Salary Scales. They are on the Web at <http://www.hr.ucdavis.edu/Salary>.

Managers and Senior Professionals (MSP). MSP is defined in the Introduction to the Personnel Policies for Staff Members (PPSM) Manual. The title codes range from 0200 to 0799. Contact the Office of the Associate Vice Chancellor--Human Resources for help with personnel actions that involve these employees.

Non-Exempt Employee. Titles and title codes that are covered by the overtime provisions of the Fair Labor Standards Act are marked "Premium Overtime = Y" for "Yes" in the Salary Scales. They are on the Web at <http://www.hr.ucdavis.edu/Salary>.

Professional and Support Staff (PSS). PSS is defined in the Introduction to the PPSM Manual. The title codes range from 4000 to 9999. Contact campus or UCDHS Human Resources for help with personnel actions that involve these employees.

Senior Managers. They are defined in the Introduction to the PPSM Manual, Appendix II, which contains separate policies on certain subjects that apply to Senior Managers. The title codes range from 0001 to 0199. Contact the Office of the Chancellor for help with personnel actions that involve these employees.

Release Time. Time during the employee's normally scheduled working hours that is counted as time worked when the employee, with the supervisor's authorization, attends training, development, or other approved activities.

Workweek. The standard workweek is defined to calculate overtime for non-exempt employees (see Policies 31 and 32). It begins at 12:01 a.m. on Sunday morning.

On campus, department heads have the authority to assign another 7-day period as the department workweek. For example, they may change the workweek to begin at 12:01 a.m. on Monday morning to match a collective bargaining agreement.

At UCDHS, Employee and Labor Relations has the authority to approve any changes to the department workweek.