

This guide provides policy users with information regarding the two administrative policy manuals that guide personnel, business, and research activities at UC Davis. It includes an overview of the [Administrative Policy website](#) and the [Policy Management System](#).

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Questions, Comments or Request Training

Submit questions, comments, suggestions, or request training from the Administrative Policy Office, policy@ucdavis.edu.

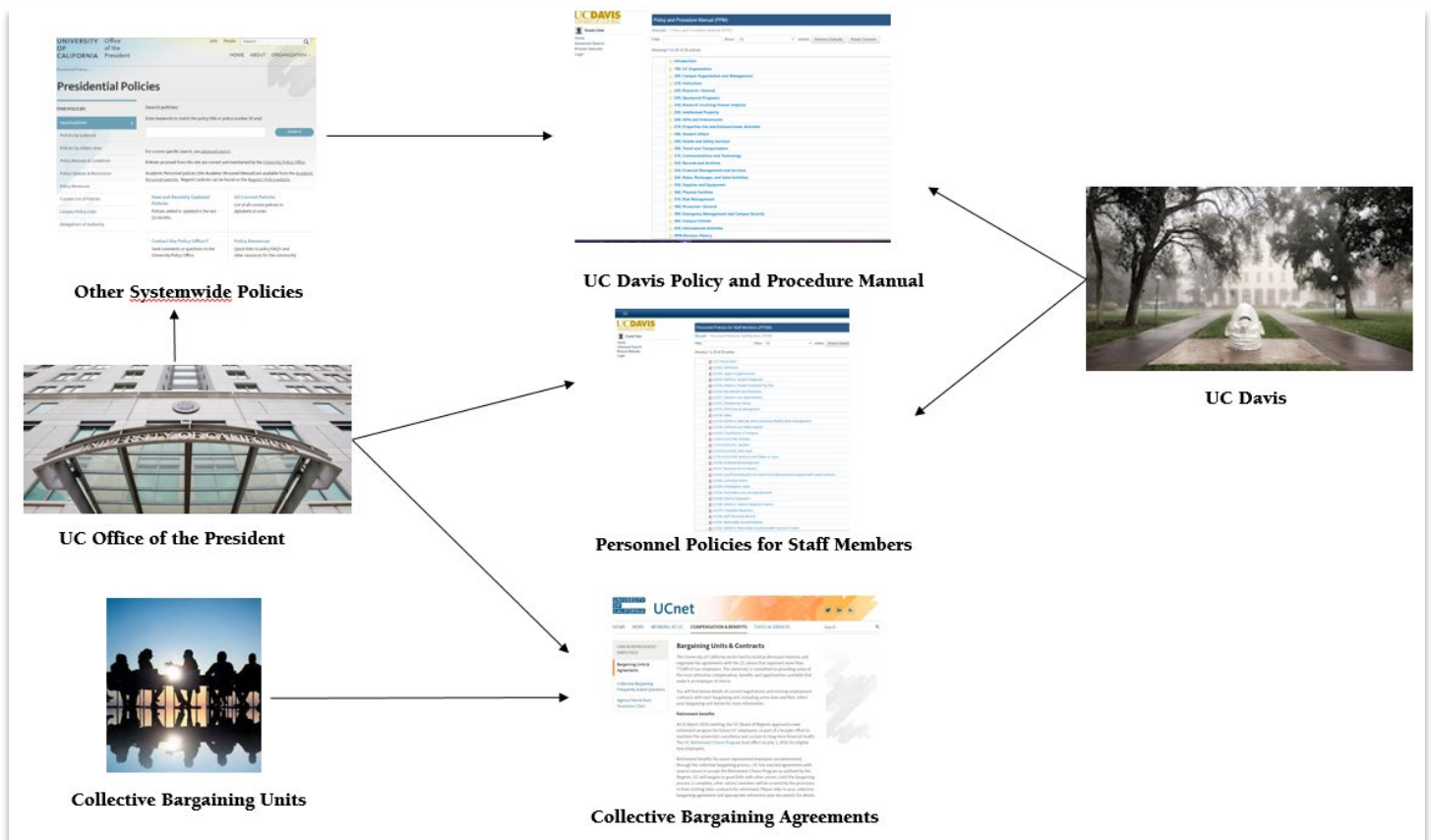
What Is an Administrative Policy

An administrative policy is defined by the following criteria:

- It is a public document that is made available to the UC Davis community and has broad application across all units under the jurisdiction of UC Davis
- It helps to ensure compliance with applicable laws, regulations, University policies, and Board of Regents' Bylaws, Standing Orders, and Policies
- It enhances the University's mission, mitigates institutional risk, and promotes operational efficiency
- It contains governing principles or rules which mandate or constrain action
- The subject matter requires vice chancellor/vice provost/dean review and approval for policy issuance and major changes

If it does not meet the above criteria, it may be a departmental, office, or unit policy, procedure, guideline or standard.

Where Do Our Policies Come From



The UC Office of the President (OP) publishes policies that apply to all campuses across the UC system, including Presidential policies, Business and Finance Bulletins (BFB), Policies Applying to Campus Activities, Organizations, and Students (PACAOS), and the systemwide Personnel Policies for Staff Members (PPSM). OP consults with stakeholder departments on the campuses to gather input on those policies.

The Policy and Procedure Manual (PPM) is developed from different sources. Certain campus policies, such as Sexual Violence and Sexual Harassment, General Travel, and Entertainment with University Funds, are the campus's procedural implementation of systemwide policies. Other policies, such as Maintenance of Order, Use of University Name, and Display of Flags, are

implementation of State Codes. Other policies, such as Temporary Change in Campus Operating Status, University Airport Use, Leasing and Key/Access Card Control and Electronic Access Control Systems, and Art in Public Outdoor Areas, are campus specific and are developed to maintain consistency and expediency in campus business.

Collective bargaining agreements are negotiated directly between OP and the Collective Bargaining Units.

Administrative policies are on a four-year update cycle



They should be updated every 4-5 years, or for any of the following reasons:

- When OP changes, updates, or issues a new policy.
- When laws, government regulations, or court rulings dictate a change.
- When audits show problems or lack of clarity in policies.
- When local procedures change due to operational changes, organizational structure changes, or implementation of new systems.
- When changes are required to improve the effectiveness in policies.

UC Davis Administrative Policy Website

The [UC Davis Administrative Policy Manuals website](#) is the official source for all UC Davis policies and regulations and includes links to the following relevant policy manuals:

- Policy and Procedure Manual (PPM)
- Personnel Policies for Staff Members (PPSM)
- OP Policy Office website
- UC Records Retention Schedules

The website also contains links to other regulatory information, such as [delegations of authority](#) and [collective bargaining agreements](#).

Policy Manuals

Policy and Procedure Manual (PPM)

The PPM contains the official UC Davis administrative policies and implementing procedures that are in general, useful to the entire UC Davis community. These policies undergo extensive consultation and review prior to being approved for implementation, as described later in this document. Policies within the PPM apply to all units and locations under the jurisdiction of UC Davis including UC Davis Health and all off-site locations.

Policy sections are organized in a standard template structure that includes the following sections for consistency and ease of use:

- **Header**
Includes PPM chapter name, section number and name (policy title), approval date, superseded date, name of department responsible for content, and the source document for the policy.
- **Purpose**
Provides a brief summary of the information covered in the policy.
- **Definitions**
Provides definitions of terms used frequently throughout the policy.
- **Policy**
Statement of the governing principle, plan, or understanding that guides the responsibilities, authorities, and procedures described.
- **Procedures**
High-level step-by-step description of tasks required to implement a policy or for compliance. Process steps should be maintained on the Departmental website for ease of update.
- **Roles and Responsibilities**
Specific authorities or tasks assigned to positions or groups.
- **Further Information**
Where to direct questions or find information.
- **References and Related Policies**
List of applicable Federal or State regulations, systemwide policies, and related UC Davis policies.

Direct questions regarding a policy in the PPM to the Responsible Department listed in the header or contact information provided in the Further Information section.

Personnel Policies for Staff Members (PPSM)

The PPSM applies to all Professional and Support Staff (PSS), Managers and Senior Professionals (MSP), and Senior Management Group (SMG) employees. The systemwide PPSM provides the overall governing policy, while the UC Davis manual provides the campus-specific implementation. When referring to the PPSM, both the systemwide policy and campus implementation should be reviewed.

Sections are organized in a standard template structure that includes the following sections for consistency and ease of use:

- **Purpose**
Provides a brief summary of the information contained in the policy.
- **Definitions**
Provides definitions of terms used frequently throughout the policy.
- **Policy**
Statement of the governing principle, plan, or understanding that guides the responsibilities, authorities, and procedures described.
- **Procedures**
Actions required for compliance. Process steps should be maintained on the Departmental website for ease of update.
- **Further Information**
Where to direct questions or find information.

- **References and Related Policies**

List of applicable Federal or State regulations, systemwide policies, and related UC Davis policies.

All questions regarding the content of the PPSM should be directed to [Human Resources](#).

University Policy Office Website

The systemwide policy office (University Policy Office) maintains the [OP Policy Office website](#), and is the source for all official policy issued by Office of the President. It is also the home of all [Presidential Delegations of Authority](#). When relevant, OP policies are referenced and linked in our local policies.

Because systemwide policies apply to all campuses across the system, we avoid repeating that information in our local policies to ensure alignment and continued compliance. When it is appropriate, our local policy will refer to the systemwide policy regarding limitations, restrictions, and information that is not specific to our campus.

All questions regarding the content of systemwide policies should be directed to the [University Policy Office](#); policyoffice@ucop.edu or to the contact identified in the policy.

UC Records Retention Schedules

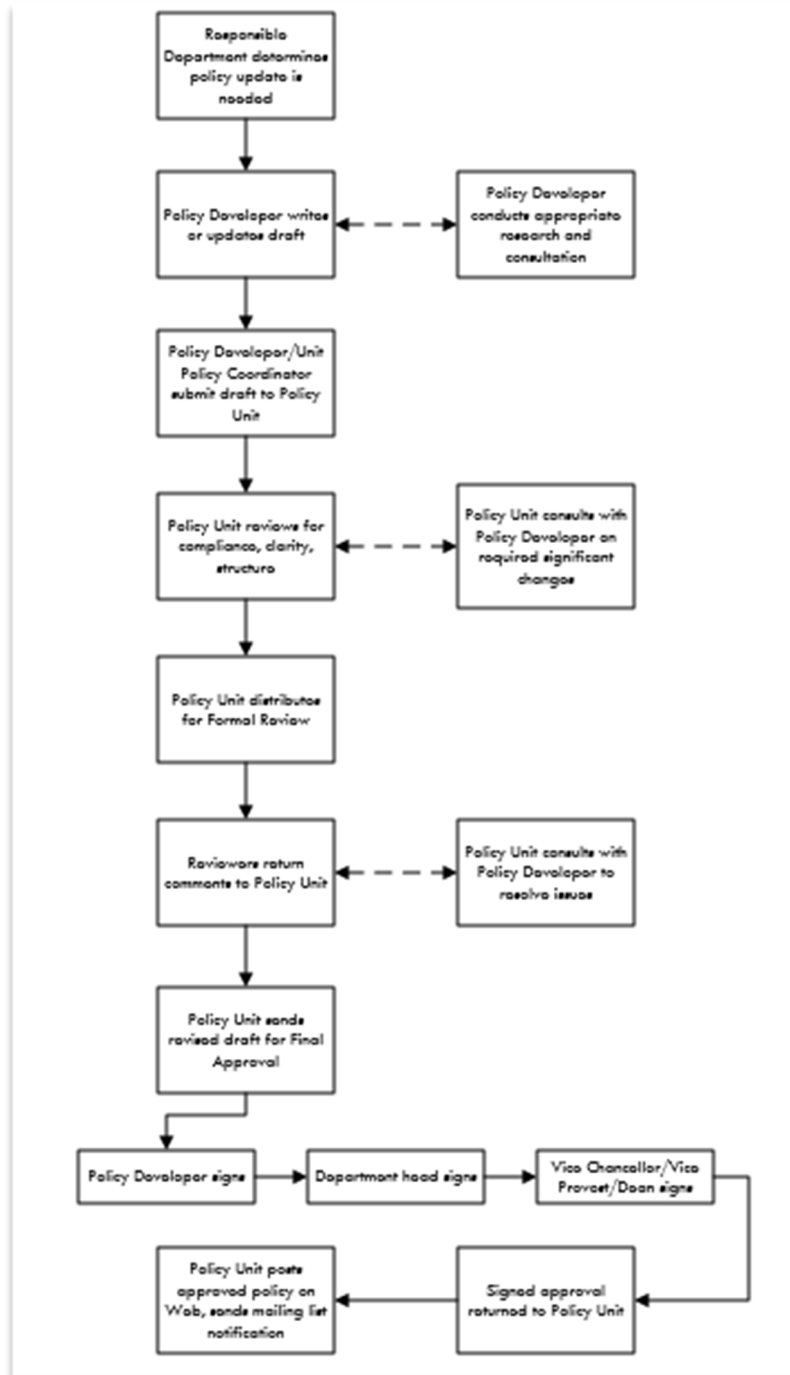
The [UC Records Retention Schedules](#) is the systemwide manual that provides the retention schedule for all official University records. Departments should dispose of records according to the schedule in this manual to prevent issues related to liability and workload in public records requests.

Direct questions regarding the retention of records to the [Records Manager](#) at UC Davis [Office of the Campus Counsel](#).

Policy Development Process

The policy development process varies in length of time. Some policies can move through the process in as short as a couple of months, but most generally take longer than that. The time it takes to move a policy completely through the development, review, and approval process is affected by the content of the policy (i.e., if it is particularly controversial or sensitive), by the number of comments gathered during consultation and review, and by how long it takes the policy developer to respond to those comments gathered during the review stage.

The following process flow provides an overview of the policy development process:



The role of the Responsible Department (Policy Developer) is to:

- Supply accurate and appropriate content.
- Submit updated drafts in a timely manner.
- Review and updated assigned policies per the 4-year standard review cycle or as needed.
- Ensure the continued accuracy of all position titles, department names, related policies, and links referenced in the policy.

- Conduct appropriate research, and any needed initial cross-functional consultation with relevant departments who are cited in the policy or play a role in the procedures.
- Provide a timely response to the Administrative Policy Office regarding concerns and comments.
- Provide additional guidance to the campus regarding policy content and update policies accordingly for greater clarity.

The role of the [Unit Policy Coordinator](#) is to:

- Act as the primary policy contact in managing policy-related activities within the department or unit.
- Guide and assist policy developers during all stages of policy development.
- Work with departments and the Administrative Policy Office to ensure timely and accurate update of policy sections.
- Distribute reviews appropriately within the vice chancellor/vice provost/dean's office or unit and coordinate comments for submission to the Administrative Policy Office.
- Assist to resolve questions and comments received during the official review with the policy developer and the Administrative Policy Office.
- Consult with the vice chancellor/vice provost/dean as necessary.

The role of the Administrative Policy Office is to:

- Establish standards for style and content, and enforce those standards to ensure clarity.
- Determine if new policies are appropriate for the PPM.
- Review policy for compliance with other policies and regulations.
- Request revision from the responsible department when a policy is unclear or noncompliant.
- Provides guidance throughout the policy development process and assist with researching, formulating, and developing policies.
- Lead policy development in areas identified as high-risk or compliance issues for the campus as needed.
- Manage the official review of draft policies among appropriate units and resolve issues raised during the review in consultation with the responsible department as appropriate.
- Manages the final approval of policies and the publication and campus communication of approved policy sections.

For additional information, refer to the [Development and Management of Campus Administrative Policies](#) or contact the Administrative Policy Office at policy@ucdavis.edu.

Other Policy Resources

Interim Policy Changes

Interim policy changes are issued to provide a temporary update to a policy until the review and approval process can be completed. After submitting an interim policy change, the department is responsible for initiating update of the relevant policy as soon as possible but no later than one year following issuance of the interim change. Interim policy changes are generally issued when there is a compliance or procedural issue that needs to be addressed immediately, not for general changes.

Interim policy changes are maintained as part of the Administrative Policy website and replaced Directives in January 2017.

Delegations of Authority

Campuswide delegations originate from OP in the form of a Presidential delegation or systemwide policy that grants certain authorities to the Chancellor. Campuswide delegations are not used to assign specific tasks, general position responsibilities, or coverage during the temporary absence of an official. When a delegation of authority is relevant to a campuswide policy section, a reference to the delegation is provided in the policy.

All official campuswide delegations of authority are maintained on the [Administrative Policy website](#).

Collective Bargaining Agreements

OP and the collective bargaining units negotiate collective bargaining agreements. There are no campus procedures to correspond to collective bargaining agreements. When addressing issues related to represented employees, always refer to the appropriate collective bargaining agreement, not the PPSM.

Direct specific questions regarding collective bargaining agreements to [Human Resources](#).

Policy Management System (Policy Library)

UC Davis Administrative Policies and Procedures are managed online through the electronic [Policy Management System](#) that includes the Policy and Procedure Manual (PPM), Personnel Policies for Staff Members (PPSM), Interim Policies, and Delegations of Authority (DA) manuals and is accessible to the public. Users can search the manuals as described in [Policy Users: General Guidance and Navigating the Policy Library](#). Training resources are available on the Administrative Policy website [Policy Management System Training page](#).

Getting Information

Revision Pages

Above each policy document in the Policy Management System is a link to the revision history. Revision pages contain a history of changes to a policy in the PPM from inception to the current approved version.

Register for Updates

Notifications of new and updated policies are sent the day after a policy has been published. The Policy Management System distributes an automated email notification with a link to the approved policy and a link to the revision page. Instructions on how to register to receive updates is available on the Administrative Policy [website](#), or for assistance contact the Administrative Policy Office at policy@ucdavis.edu.