

University of California, Berkeley

Policy Issued: April 14, 2006

Effective Date: April 14, 2006

Policy Revised: August 4, 2008 (see end for explanation)

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



Time for Staff Participation in Activities of Recognized Staff Organizations

Current Responsible Executive: Nathan Brostrom, Vice Chancellor-Administration

Original Responsible Executive: Steve Lustig, Acting Vice Chancellor
Business and Administrative Services

Responsible Office: Vice Chancellor-Administration
Immediate Office

Contact: Laura Van Nostrand, laurav@berkeley.edu, 643-3003

Policy Statement

Consonant with applicable campus personnel policies and collective bargaining agreements, campus departments are requested to provide staff employees with opportunities for administrative leave or flexible staffing to participate in the activities of sponsored staff organizations.

Who Is Affected by This Policy

- Staff

Who Administers This Policy

- Managers and Supervisors
- Departmental Business and Personnel Managers

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Policy on Time for Staff Participation in Activities of Recognized Staff Organizations

Why We Have This Policy

The goal of this policy is to promote the opportunities and advantages of voluntary associations among the campus community through organizations that have been sponsored by the campus. The focus of sponsored organizations shall be to provide opportunities for the members of the campus staff to interact and share in activities related to their University duties, service to the campus, and the overall mission and goals of the University. A list of the organizations recognized as sponsored by the campus can be found at <http://stafforg.berkeley.edu>.

This document is a revision of the Policy on Release Time for Staff Participation in Activities of Sponsored Staff Organizations enacted by Chancellor Tien on September 1, 1992. The revision was needed to clarify that the policy applies to *sponsored* staff organizations. Also, unless superseded by other personnel policies or collective bargaining agreements, leave time for participation in recognized staff organizations is no longer subject to the 3% of scheduled hours (excluding overtime hours) limitation described in the 1992 policy. The revision also takes into account exempt staff not bound by hourly limitations.

Responsibilities

Vice Chancellor-Administration Immediate Office:

- Interprets this policy for the rest of the campus.

Managers, Supervisors, and Departmental Business or Personnel Managers:

- Approve leave time for employees to participate in the activities of sponsored staff organizations, subject to operational needs.

Staff:

- Take leave time to participate in the activities of sponsored staff organizations in accordance with the requirements of this policy.

Procedures

Consonant with applicable campus personnel policies and collective bargaining agreements, campus departments are requested to provide staff employees with opportunities for administrative leave time or flexible staffing to engage in informational programs and other organizational activities that foster the mission and goals identified above. Purely social activities are excluded. Approval of leave time shall be at the discretion of the departmental managers and supervisors subject to operational needs.

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A list of the organizations recognized by the campus can be found at <http://stafforg.berkeley.edu>.

Web Site Address for This Policy

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

Glossary

Sponsored Staff Organization: a group sponsored but not controlled by the University of California, Berkeley for the purpose of promoting specific employee interests, providing ongoing employee identification with the University, creating opportunities to meet fellow employees on social, cultural, and intellectual levels, and serving as a vehicle of communication between employees and the University community. Campus organizations may not have religious, political, commercial, or other outside agency interests as their focus.

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>

Revision History

August 4, 2008: Page 1: Policy Issued Date and Effective Date added (both fields were previously blank).