



# PPSM-14: Affirmative Action

<b>Responsible Officer:</b>	Vice President – Human Resources
<b>Responsible Office:</b>	HR - Human Resources
<b>Issuance Date:</b>	7/1/2008
<b>Effective Date:</b>	7/1/2008
<b>Scope:</b>	Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group Members

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## I. POLICY SUMMARY

The policy statement communicates the University’s Affirmative Action obligations as a federal contractor.

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## II. DEFINITIONS

**Covered Veterans:** For purposes of this policy, “covered veterans” includes veterans with disabilities, recently separated veterans, Vietnam era veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

**Exception to Policy:** An action that exceeds what is allowable under current policy or that is not expressly provided for under policy. Any such action must be treated as an exception.

**Executive Officer:** The University President or Chancellor.

**Top Business Officer:** Executive Vice President–Business Operations for the Office of the President, Vice Chancellor for Administration, or the position responsible for the location’s financial reporting and payroll as designated by the Executive Officer.

### **III. POLICY TEXT**

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#### **A. General**

Consistent with its status as a federal contractor, the University undertakes affirmative action for minorities and women, for persons with disabilities, and for covered veterans.

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### **IV. COMPLIANCE / RESPONSIBILITIES**

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#### **A. Implementation of the Policy**

The Vice President–Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy. The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

#### **B. Revisions to the Policy**

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Human Resources.

The Vice President–Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Business Operations has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

#### **C. Approval of Actions**

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

All actions applicable to PPSM-covered staff employees who are not Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Human Resources.

#### **D. Compliance with the Policy**

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Human Resources is accountable for reviewing the administration of this policy. The Director–HR Compliance may periodically monitor compliance to this policy.

***E. Noncompliance with the Policy***

Noncompliance with the policy is handled in accordance with [Personnel Policies for Staff Members 61, 62, 63, 64, 65, and 67](#) pertaining to disciplinary and separation matters.

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**V. PROCEDURES**

The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require the approval of the President.

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**VI. RELATED INFORMATION**

[Personnel Policies for Staff Members 61, 62, 63, 64, 65, and 67](#) (referenced in Section IV.E. of this policy)

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**VII. FREQUENTLY ASKED QUESTIONS**

Not applicable.

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**VIII. REVISION HISTORY**

This policy was reformatted into the standard University of California policy template effective July 1, 2012.

As a result of the issuance of this policy, the following documents are rescinded as of the effective date of this policy and are no longer applicable:

- *Staff Personnel Policy 201 (Affirmative Action)*, dated August 1, 1992