



PPSM-2: Definition of Terms

Responsible Officer:	Vice President – Systemwide Human Resources
Responsible Office:	SHR – Systemwide Human Resources
Issuance Date:	<u>TBD1/22/2024</u>
Effective Date:	<u>TBD1/22/2024</u>
Last Review Date:	4/2023 Updated contact info
Scope:	Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group Members

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TABLE OF CONTENTS

I. POLICY SUMMARY.....	1
II. DEFINITIONS.....	2
III. POLICY TEXT.....	2
IV. COMPLIANCE/RESPONSIBILITIES.....	4
V. PROCEDURES.....	5
VI. RELATED INFORMATION.....	5
VII. FREQUENTLY ASKED QUESTIONS.....	5
VIII. REVISION HISTORY.....	5

I. POLICY SUMMARY

This policy defines certain key terms used within the Personnel Policies for Staff Members (PPSM).

II. DEFINITIONS

Detailed information about types of appointments used within ~~Personnel Policies for Staff Members~~ can be found in [Personnel Policies for Staff Members-3 \(Types of Appointment\)](#)

III. POLICY TEXT

Break in Service: Any separation from employment status. In addition, a break in service occurs, effective the last day on pay status, whether or not a separation form is submitted, when an employee is off pay status for four complete, consecutive calendar months without an approved leave without pay, furlough, or temporary layoff.

A return to pay status from an approved leave without pay, furlough, temporary layoff, indefinite layoff during a period of right to recall and preference for reemployment, or on the next working day following a separation, is not a break in service.

Class/Classification: An established job title designated by a ~~numeric four-digit~~ job code. [Please refer to PPSM-36 \(Classification of Positions\) for further information.](#)

Demotion (Involuntary): The change of an employee from one position to another position which has a lower salary grade and/or range maximum [due to corrective action or discipline. Individual salary actions may be appropriate in these circumstances as described in PPSM-30 \(Compensation\).](#)

Domestic Partner: The individual designated as an employee's domestic partner under one of the following methods: (1~~i~~) registration of the partnership with the State of California; (2~~ii~~) establishment of a same-sex legal union, other than marriage, formed in another jurisdiction that is substantially equivalent to a State of California-registered domestic partnership; or (3~~iii~~) filing of a Declaration Domestic Partnership form with the University. If an individual has not been designated as an employee's domestic partner by any of the foregoing methods, the following criteria are applicable in defining domestic partner: each individual is the other's sole domestic partner in a long-term, committed relationship with the intention to remain so indefinitely; neither individual is legally married, a partner in another domestic partnership, or related by blood to a degree of closeness that would prohibit legal marriage in the State of California; each individual is 18 years of age or older and capable of consenting to the relationship; the individuals share a common residence; and the individuals are financially interdependent.

Downward Movement: [The voluntary change initiated by an employee from one position to another position which has a lower salary grade and/or range maximum in order to, for example, learn new skills or gain experience in a new field. Individual salary actions may be appropriate in these circumstances as described in PPSM-30 \(Compensation\).](#)

Employment Service Credit: [A calculation of years of qualifying service for an employee's vacation accrual rate and for eligibility for service awards. Employees accrue one month of employment service credit for each month in which they are on pay status at least 50 percent of time.](#)

PPSM-2: Definition of Terms

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, Chancellor, Laboratory Director, or Vice President–Agriculture and Natural Resources.

Exempt Employee: Employees who, based on duties performed and manner of compensation, are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Because of hourly pay practices, an employee appointed to a per diem position in an exempt title is treated as a non-exempt employee subject to FLSA minimum wage and overtime provisions.

Exempt employees are paid an established biweekly, monthly or annual salary and are expected to fulfill the duties of their positions regardless of hours worked. Exempt employees are not eligible to receive overtime compensation or compensatory time off, and are not required to adhere to strict time, record keeping, and attendance rules for pay purposes. Exempt titles are identified in Universitywide title and pay plans.

Furlough: The scheduled periods during which employees in partial-year career positions are not at work.

Non-Exempt Employee: Employees who, based on duties performed and manner of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions. Because of hourly pay practices, an employee appointed to a per diem position is treated as a non-exempt employee subject to FLSA minimum wage and overtime provisions.

Non-exempt employees are required to account for time worked on an hourly and fractional hourly basis and are to be compensated for qualified overtime hours at the premium (time-and-one-half) rate. Non-exempt titles are identified in title and pay plans.

Pay Status: ~~includes a~~Any period of time for which (1) an employee receives pay for time worked, including compensatory time off; ~~or for time~~ (2) an employee is on paid leave. ~~Paid leave time includes, but not limited to:~~ sick leave, extended sick leave, vacation leaves, PTO (if applicable), administrative leave with pay, holidays, and ~~or~~ military leave with pay; or (3) an employee is receiving Pay for Family Care and Bonding. Refer to PPSM-2.210 (Absence from Work) for more information on paid leaves and Pay for Family Care and Bonding.

Probationary Employee: An employee in a career position who has not completed the probationary period.

Promotion: The change of an employee from one position to another position which has a higher salary grade and/or range maximum.

Reassignment: The movement of an employee to another position due to lack of funds or lack of work in order to minimize the effects of indefinite layoff or indefinite reduction in time, or movement back to the employee's original position.

Reassignment may also be provided as a reasonable accommodation. For this purpose, please refer to PPSM-81 (Reasonable Accommodation).

Reclassification, Downward ~~(PSS Salary Grades)~~: The movement of an ~~an employee's current~~ position through classification review to a job code with different class or salary grade having a lower salary grade and/or range maximum.

~~PPSM-2: Definition of Terms~~

Reclassification, Lateral (~~PSS Salary Grades~~): The movement of an ~~employee's current~~ position ~~through to a different classification review to a job code with~~ having the same salary ~~grade and/or~~ range maximum.

Reclassification, Upward (~~PSS Salary Grades~~): The movement of an ~~employee's current~~ position ~~through to a different classification review to a job code with~~ ~~or salary grade having~~ a higher salary ~~grade and/or~~ range maximum.

Regrading (~~MSP Salary Grades~~): An action to move ~~the salary grade of a job code an employee's current position~~ to a different salary grade based on market analysis ~~or job evaluation~~.

Regular Rate: The regular rate of pay applicable to non-exempt employees only is specifically defined in the provisions of the Fair Labor Standards Act (FLSA) and is integral to the formula used to calculate premium overtime pay. The regular rate of pay is derived by dividing the total remuneration in a workweek (excluding pay for sick leave, vacation leave, holidays, premium overtime, and other types of non-productive pay) by the total number of hours actually worked in that workweek. The regular rate of pay is an hourly rate, either actual or derived.

Regular Status Employee: A career employee who is not required to serve a probationary period, or a career employee who has successfully completed a required probationary period and any extension thereof.

Rehire: Any return to pay status of a person following a break in service. Prior University service is not included for purposes of staff personnel policy, retirement policy, or employee group health and insurance plans, unless specifically provided in the appropriate policy.

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

Transfer (~~Lateral Movement~~): The change of an employee from one position to another position which has the same salary ~~grade range maximum~~.

Workweek: A workweek for non-exempt employees is generally a fixed period of seven consecutive 24-hour periods.

IV. COMPLIANCE/RESPONSIBILITIES

A. Implementation of the Policy

The Vice President–Systemwide 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.

In accordance with ~~Personnel Policies for Staff Members (PPSM) 1 (General PPSM-1 (General Provisions) Provisions)~~, authorities and responsibilities delegated to the Chancellors in this policy are also delegated to the Executive Vice President–Chief

~~PPSM-2: Definition of Terms~~

Operating Officer, Vice President– Agriculture and Natural Resources, Principal Officers of the Regents, and the Lawrence Berkeley National Laboratory Director. Also in accordance with ~~PPSM-1~~PPSM-1, the authorities granted in this policy may be redelegated except as otherwise indicated.

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–Systemwide Human Resources.

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

The Executive Vice President–Chief Operating Officer 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–Systemwide 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 (SMG) members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Systemwide Human Resources.~~Not applicable.~~

D. Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:~~Not applicable.~~

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–Systemwide Human Resources is accountable for reviewing the administration of this policy.

E. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with PPSM-62 (Corrective Action), 63 (Investigatory Leave), and 64 (Termination and Job Abandonment); PPSM II-64 (Termination of Appointment), which applies to SMG employees; and as applicable, other policies and procedures.~~Not applicable.~~

V. PROCEDURES

VI. RELATED INFORMATION

- [PPSM-3 \(Types of Appointment\) \(referenced in Section II of this policy\)](#)
- [PPSM-36 \(Classification of Positions\) \(referenced in Section III of this policy\)](#)
- [PPSM-30 \(Compensation\) \(referenced in Section III of this policy\)](#)
- [PPSM-2.210 \(Absence from Work\) \(referenced in Section III of this policy\)](#)
- [PPSM-81 \(Reasonable Accommodation\) \(referenced in Section III of this policy\)](#)
- [Personnel Policies for Staff Members 1 \(General Provisions\)](#) (referenced in Section IV.A of this policy)

VII. FREQUENTLY ASKED QUESTIONS

~~Not applicable.~~

VIII. REVISION HISTORY

~~**TBD 2026:** Aligned compliance language with standard PPSM compliance language, mMade edits to align with PPSM-30 (Compensation), -and made for typographical amendments~~

~~**January 22, 2021:** Removed redundant language, updated formatting, and made typographical amendments.~~

~~**March 5, 2019:**~~

- ~~Updated web links and office titles and made typographical amendments.~~
- ~~This Policy was also r~~Remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

~~**JulyFeb 14,ruary 2016:** Policy changes:~~

- Added definitions for: Exception to Policy; Executive Officer; Top Business Officer.
- Added biweekly to Exempt Employee definition.
- Removed definitions for: Active duty or call to active duty status; Covered servicemember; Covered military member; Next of kin; Outpatient status; Parent of a covered military member; Parent of a covered servicemember; Period of military conflict; Qualified Member; Serious injury or illness; Son or daughter of a covered military member; Son or daughter of a covered servicemember.
- Removed reference to Universitywide Title and Pay Plan from Class definition.
- Removed SMG from Regrading definition.

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

- Personnel Policies for Staff Members 2 (Definition of Terms), dated September 1,

2009

July 1, 2012: Reformatted into the standard University of California policy template.

The following policies have been rescinded and are no longer applicable:

- Personnel Policies for Staff Members 2 (Definition of Terms), dated January 29, 2007
- Staff Personnel Policy 110 (Definitions)(In Alphabetical Sequence), dated May 1, 1994