



SYSTEMWIDE HUMAN RESOURCES,
SYSTEMWIDE EMPLOYEE & LABOR RELATIONS

OFFICE OF THE PRESIDENT
1100 Broadway
Oakland, California 94607

December 19, 2024

Dear Colleagues:

A new bill was signed into California state law that adds section 66284 to the California Education Code effective January 1, 2025 (reference [AB 1905](#) “Public postsecondary education: employment: settlements, informal resolutions, and retreat rights”), and requires the University to adopt a written policy regarding official letters of recommendation, among other requirements, as a condition of receiving state funding.

California Education Code Section 66284 requires that public postsecondary educational institutions, as a condition of receiving state financial assistance, adopt a written policy about Official Letters of Recommendation that includes the following requirements:

- Any administrator or supervisor who elects to provide an Official Letter of Recommendation to an employee must consult with the appropriate entities to determine if the employee is a respondent in a sexual harassment complaint filed with the University.
- Administrators and supervisors are prohibited from providing an Official Letter of Recommendation if it is determined the employee is a respondent in a sexual harassment complaint and any of the following has occurred:
 - There is a “final administrative decision” (sustained finding) that the employee committed sexual harassment;
 - The employee resigned while an investigation is pending and before a final administrative decision is made; OR,
 - The employee enters into a settlement with the University based on the allegations arising from the sexual harassment complaint.

Systemwide Human Resources is issuing the attached Interim Letter of Recommendation Guidance for Staff Personnel. As noted in the attached Interim Letter of Recommendation Guidance for Staff Personnel, staff employees may continue to provide personal references and personal letters of recommendation without determining whether the employee requesting the letter of recommendation is a respondent in a sexual harassment complaint.

Please distribute the attached interim guidance broadly. Systemwide Human Resources is preparing revisions to existing Personnel Policies for Staff Members (PPSM) to incorporate the interim guidance into policy, which is anticipated to occur in early 2025.

For questions, please contact Executive Director Rosemary Holguin,
rosemary.holguin@ucop.edu.

Sincerely,

Melissa Matella

Melissa Matella

Associate Vice President, Systemwide Employee and Labor Relations

Enclosures

1 - Interim Letter of Recommendation Guidance for Staff Personnel