

PLEASE POST

June 7, 2005

DEANS, DIRECTORS, DEPARTMENT CHAIRS, ADMINISTRATIVE OFFICERSRe: **Proposed Revisions to Personnel Policies for Staff Members:**
Policy 20 – Recruitment and Policy 50 – Professional Development

As part of the University's ongoing commitment to provide outstanding benefits, personnel programs, and career opportunities for staff, we are initiating formal review of several proposed changes to Personnel Policies for Staff Members (PPSM) that will emphasize the importance of career development and professional growth, as well as encourage practices to assist employees in balancing their work/life needs. These policies are intended to apply to employees who are not exclusively represented by a union; provisions that apply to employees who are exclusively represented by a union are reflected in the applicable collective bargaining agreement.

For the first stage of this formal policy review, the University proposes revisions to PPSM 20 (Recruitment) and PPSM 50 (Professional Development). In addition, new Universitywide Procedures for PPSM 20 and 50 are being proposed by the Office of the President to facilitate the development of local implementing procedures, in support of consistent application of these policies across the UC system.

The major proposed changes to PPSM 20 are:

- The option of "career ladder recruitment" (i.e. recruitment using multiple levels within a job series, with selection of the initial job title based on the qualifications of the successful candidate) and the streamlining of advancement opportunities within a single class series;
- The potential for the campus to develop internship programs, whereby employees who are competitively selected for an internship may be appointed to a vacant position upon completion of the internship without requiring recruitment.

The major proposed changes to PPSM 50 are:

- Enhanced language to support professional development;
- Support for granting, in general, 80 hours of release time per calendar year as part of an approved employee development plan.

The proposed policy revisions and procedures will be available at the following web site:
http://atyourservice.ucop.edu/employees/policies/policies/proposed_policies/index.html.

We encourage you to share the proposed revisions and procedures widely among your policy-covered staff to give employees an opportunity to comment. Comments from the campus should be directed to Director Hilu Bloch at hbloch@be.ucla.edu or from the medical center and healthcare facilities to Director Maure Gardner at mgardner@mednet.ucla.edu. We would appreciate receiving your comments by June 27, 2005.



Lubbe Levin
Assistant Vice Chancellor
Campus Human Resources



Mark A. Speare
Senior Associate Director
Healthcare Human Resources and
Patient Relations