

Actions Requiring Review Through the PB&A/ASSET HRBP

The following HR actions require pre-approval and/or consultation and must be coordinated through the PB&A/ASSET HR Office:

- › Recruitment
- › Hiring, Retention, and Referral Bonuses
- › Stipend/ Out of Class Assignments
- › Reclassifications
- › Equity Adjustments
- › Salary offers:
 - › Salary Analysis & Recommendation for all hires into represented and non-represented jobs. Exceptions (*per PPSM30 - also requires HR review*)
- › Contract & Limited employees
- › Rehire/Recall Retirees: This process is highly regulated therefore the HRBP works closely with Central HR on the process to ensure compliance
- › Telecommuting Agreements
- › Workforce Planning/Consulting, Unit Reorganization Plans
- › Performance Management & Performance Improvement Plans (PIP)
- › Employee & Labor Relations (ELR) including (but not limited to)
 - › Disciplinary Actions
 - › Probationary extensions and release
 - › Involuntary termination
 - › Layoff/Reduction in Time (temporary and indefinite)
- › Consultation and Coordination point with Central HR (& Risk Management)
- › Leave of Absence — While not a process requiring approval, our office handles the leaves process with the exception of entry into UCPath