



the proposal - 2013 Policy Review.docx

FW: LBNL proposal for a streamlined policy review process

Charles Barragan <Charles.Barragan@ucop.edu>

Fri, Apr 5, 2013 at 1:19 PM

To: Madelyn Bello <mtbello@lbl.gov>

Cc: Eleanor Skarakis <Eleanor.Skarakis@ucop.edu>, Alina Tejera <Alina.Tejera@ucop.edu>

Madelyn, Elly informed me today that VP Duckett verbally approved a 3-policy trial period to use the streamlined process LBNL proposed for certain policy reviews. Attached is a summary of the proposal based on our discussions. Please let me know if you have any questions about this matter, and have a good weekend.

Charles.

From: Charles Barragan

Sent: Monday, April 01, 2013 2:36 PM

To: Eleanor Skarakis

Cc: Alina Tejera

Subject: LBNL proposal for a streamlined policy review process

Elly, as requested attached is a write-up of LBNL's proposed policy review process when adopting a UC policy in its entirety. Let me know what additional context you may need. Thanks! Charles

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LBNL Proposal – Streamlined Policy Review Process**Current LBNL policy review process**

LBNL currently has the following ten-step process for UCOP review of all policy additions and changes that impact the laboratory:

1. UCOP revises or implements an HR Policy
2. If applicable to LBNL, LBNL HR drafts a policy for appropriate consistency with UC policy
3. LBNL SMEs provide input
4. LBNL ELR and Legal review it
5. LBNL CHRO reviews it
6. UCOP HR, Lab Management Office (LMO), and OGC reviews it
7. UCOP VP of HR approves it
8. LBNL HR conducts an employee comment period
9. If no major changes, LBNL HR implements policy
10. UCOP HR and LMO notified when review is completed

Proposed LBNL streamlined process

LBNL proposes the following streamlined review process *when adopting a UC policy in its entirety*:

1. UCOP revises or implements an HR Policy
2. If applicable to LBNL, HR inserts UC policy and url into the LBNL policy template
3. LBNL Lab SMEs provide input
4. LBNL CHRO reviews it
5. LBNL HR conducts employee comment period. UCOP HR and LMO are notified when review is in progress - notification sent to UCOP HR
6. If no major changes, LBNL HR implements policy
7. UCOP HR and LMO notified when review is completed