CAREER TRACKS

FAQ: Personnel Programs – MSP and PSS

Glossary:
PPSM = Personnel Policies for Staff Members
MSP = Management and Senior Professionals
PSS = Professional and Support Staff

1. **What are 'Personnel Programs' at the University of California?**
   Personnel Programs are defined by the UC system-wide Personnel Policies for Staff Members (PPSM). The PPSM applies to staff employees who are not represented by a union and are either Management and Senior Professionals (MSP) or Professional and Support Staff (PSS). The PPSM refers to the employment rights and benefits for MSP and PSS employees.

2. **Please describe the MSP and PSS Programs at the University of California**.

   Management and Senior Professionals (MSP) provide leadership and professional expertise at the highest levels to major UC units, programs, or fields of work, and are accountable for their areas of responsibility. Positions at this level are responsible for identifying objectives, directing programs, managing resources, formulating strategy, functioning with a high degree of autonomy.

   Professional and Support Staff (PSS) provide administrative, professional, technical, and operational support through independent judgment, analytical skill, and professional or technical expertise, or are responsible for providing clerical, administrative, technical, service, and maintenance support for UC departments, programs, and fields of study.

   Below identifies the main policy differences between PSS and MSP programs. This is not a complete listing and is subject to verification of actual policy.

PPSM Policy	Policy Description	MSP Employees	PSS Employees
2.210 Absence from Work - Vacation Leave	Vacation accruals (section III.B.2)	Years of Service/Approximate Days: ▪ less than 5 years = 18 days ▪ 5 but less than 10 years = 21 days ▪ 10 or more years = 24 days	Years of Service/Approximate Days: ▪ less than 10 years = 15 days ▪ 10 but less than 15 years = 18 days ▪ 15 but less than 20 years = 21 days ▪ 20 or more years = 24 days
60. Layoff and Reduction in Time from PSS Career Positions	Describes layoff or reduction in time process; including severance and certain property rights afforded PSS employees.	Does not apply	All sections apply (if regular status)
62. Corrective Action – PSS	2: Types of pre-corrective action- verbal counseling and counseling memo 4: Types of corrective action- written warning, corrective salary decrease, suspension and demotion, to address concerns regarding the conduct or work performance of regular PSS employees.	Does not apply	All sections apply
64. Termination of Career Employees– PSS	Describes written warning, and notice and decision issuance required to support termination of PSS employees due to misconduct or failure to maintain appropriate work standards.	Does not apply [PPSM 65 – Termination of Career Employees– MSP, applies]	All sections apply (if regular status)
65. Termination of Career Employees – MSP	Describes termination process and assistance options (e.g. severance) per approval of the Chancellor. *This policy is presently under review, in coordination with new Career Tracks pay grade and classification schema for MSP.*	All sections apply for MSP	Does not apply [PPSM 64 – Termination of Career Employees– PSS, applies]

My position is being changed from the MSP personnel program to PSS (or vice versa) I don't understand the reason for the change.

Each employee was assigned a Career Tracks job title, job function and level, based on their current position responsibilities. The PSS and MSP personnel program's system-wide designations assigned to Career Tracks job titles are consistent across all UC locations. Following is a chart summarizing which levels belong to either the PSS or MSP personnel program.

Managers & Senior Professionals (MSP) job standards	Professional & Support Staff (PSS) job standards
• Managers (Levels M1 – M4) • Expert professionals (Level P5) • Selected advanced professionals (Level P4) • Selected Supervisors (Level S2)	• Other supervisors (Levels S1 and S2) • Professionals (Levels P1-P4) • Confidential operational & technical employees