

**SMG Outside Professional Activities
Approval Authority Matrix**

Uncompensated OPAs (effective January 2019; approved by the UC Regents)

Description	Pre-Approval	Pre-Approval Authority	Post-Reporting (annual OPA report)	Employee & Immediate Supervisor	Local SMG OPA Coordinator
Uncompensated: No Board Service	<ul style="list-style-type: none"> No pre-approval required 	<ul style="list-style-type: none"> Not applicable No pre-approval required 	<ul style="list-style-type: none"> No post-reporting required 	<ul style="list-style-type: none"> Time Management: Management of the time commitment associated with uncompensated OPAs, no board service, is the responsibility of the individual and direct supervisor. 	<ul style="list-style-type: none"> Pre-approval and Post-Reporting: Local SMG OPA Coordinator no longer involved with pre-approval/post-reporting
Uncompensated: With Board Service	<ul style="list-style-type: none"> No pre-approval required 	<ul style="list-style-type: none"> Not applicable No pre-approval required 	<ul style="list-style-type: none"> Post-reporting required 	<ul style="list-style-type: none"> Time Management: Management of the time commitment associated with uncompensated OPAs, with board service, is the responsibility of the individual and direct supervisor. Employee will need to track all hours and ensure hours are reported out during the annual SMG OPA reporting process 	<ul style="list-style-type: none"> Pre-approval: Local SMG OPA Coordinator no longer involved with pre-approval/post-reporting Post-Reporting: Continued involvement; during annual report process, local SMG OPA Coordinator will remind SMG employees to include uncompensated OPAs with board service in annual reporting.

Compensated OPAs (effective January 2019; approved by the UC Regents)

Description	Pre-Approval	Pre-Approval Authority	Post-Reporting (annual OPA report)	Employee & Immediate Supervisor	Local SMG OPA Coordinator
Non-Board Compensated Service: =/<\$2,500 <ul style="list-style-type: none"> Single source 	<ul style="list-style-type: none"> No pre-approval required 	<ul style="list-style-type: none"> Not applicable No pre-approval required 	<ul style="list-style-type: none"> No post-reporting required 	<ul style="list-style-type: none"> Time Management: Management of the time commitment associated with compensated OPAs, without board service, is the responsibility of the individual and direct supervisor. # of Compensated Activities (non-board): For non-board compensated service, no limit Vacation Usage (no change): Compensated OPAs during work hours...must use vacation hours 	<ul style="list-style-type: none"> Pre-approval and Post-Reporting: Local SMG OPA Coordinator no longer involved with pre-approval/post-reporting for non-board OPA =/<\$2,500

<p>Non-Board Compensated Service: >\$2,500</p> <ul style="list-style-type: none"> • Single source 	<ul style="list-style-type: none"> • Pre-approval required 	<ul style="list-style-type: none"> • <i>Two-over approval</i> 	<ul style="list-style-type: none"> • Post-reporting required 	<ul style="list-style-type: none"> • Time Management: Management of the time commitment associated with compensated OPAs, <i>without</i> board service and >\$2,500, is the responsibility of the individual and direct supervisor. • # of Compensated Activities (non-board): For <i>non-board</i> compensated service, no limit • Vacation Usage (no change): Compensated OPAs during work hours...<i>must use vacation hours</i> 	<ul style="list-style-type: none"> • No change to pre-approval process and two-over approval authority.
<p>Board Compensated Service: =/>1 cent</p> <ul style="list-style-type: none"> • Single source 	<ul style="list-style-type: none"> • Pre-approval required 	<ul style="list-style-type: none"> • <i>Two-over approval</i> 	<ul style="list-style-type: none"> • Post-reporting required 	<ul style="list-style-type: none"> • Time Management: Management of the time commitment associated with compensated OPAs, <i>with</i> board service, is the responsibility of the individual and direct supervisor. • # of Compensated Activities (with board service): For compensated OPA with board service, <i>two maximum limit</i> • Exceptions to two maximum limit: Subject to Regental approval • Vacation Usage (no change): Compensated OPAs during work hours...<i>must use vacation hours</i> 	<ul style="list-style-type: none"> • No change to pre-approval process and two-over approval authority.
No Longer Considered as OPAs: Compensated or Uncompensated					
Description	Pre-Approval	Pre-Approval Authority	Post-Reporting	Employee & Immediate Supervisor	Local SMG OPA Coordinator
Scholarly Works: Books/Other Publications/ Speeches	<ul style="list-style-type: none"> • No pre-approval required • As of January '19, these are no longer considered as OPAs 	<ul style="list-style-type: none"> • Not applicable • No pre-approval required • As of January '19, these are no longer considered as OPAs 	<ul style="list-style-type: none"> • Not applicable • No post-reporting required • As of January '19, these are no longer considered as OPAs 	<ul style="list-style-type: none"> • Not applicable • No post-reporting required • As of January '19, these are no longer considered as OPAs 	<ul style="list-style-type: none"> • No longer involved with scholarly works and OPA pre-approvals or annual reporting