

## *Senior Management Group: Outside Professional Activities (OPAs)*

- **UCSF SMG OPA Coordination:** Centrally coordinated by the UCSF Human Resources SMG Coordinator
- **Regents Policy 7707:** <https://policy.ucop.edu/files/smg-docs/smg-opa-policy.pdf>
- **UCSF COI/Form 700:** Centrally coordinated by the UCSF Office of Legal Affairs (separate process from OPA)

| <b>SMG OPA HBS Reporting Procedures</b> |  |  |
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| <b>Topic</b>                            | <b>Compensated OPAs</b>  | <b>Uncompensated OPAs</b>  |
| <b>OPA Pre-Approval</b>                 | <ul style="list-style-type: none"> <li>• <b>Pre-Approval Timing:</b> Occurs in November/December for the upcoming year.</li> <li>• <b>Approval Authority:</b> Refer to the “SMG OPA Approval Authority Matrix”</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Pre-Approval Timing:</b> Occurs in November/December for the upcoming year.</li> <li>• <b>Approval Authority:</b> Refer to the “SMG OPA Approval Authority Matrix”</li> </ul>  |
| <b>Time Spent on OPAs</b>               | <ul style="list-style-type: none"> <li>• <b>Reported Increments:</b> 1-hour increments. Daily activities of 30 minutes or more should be rounded to one hour and activities of less than 30 minutes are to be tracked and added up to one hour.</li> <li>• <b>OPAs to be Tracked:</b> Refer to the “SMG OPA Approval Authority Matrix”</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Reported Increments:</b> 1-hour increments. Daily activities of 30 minutes or more should be rounded to one hour and activities of less than 30 minutes are to be tracked and added up to one hour.</li> <li>• <b>OPAs to be Tracked:</b> Refer to the “SMG OPA Approval Authority Matrix”</li> </ul>  |
| <b>OPA and Vacation Usage</b>           | <ul style="list-style-type: none"> <li>• All compensated OPAs require vacation usage (cannot work on UC time while performing a compensated OPA)</li> <li>• It is permissible to use less than whole-day vacation increments for OPAs.</li> <li>• If travel is involved with the activity, travel time must be included in the total and represented by vacation hour usage.</li> <li>• Vacation hours, for compensated OPAs during work hours, inclusive of travel time during work hours, must be entered into HBS.</li> </ul> | <ul style="list-style-type: none"> <li>• It is not necessary to use vacation for uncompensated OPAs conducted during working hours.</li> </ul>   |
| <b>HBS Reporting</b>                    | <ul style="list-style-type: none"> <li>• Following the “SMG OPA Approval Authority Matrix,” compensated OPA hours must be reported in HBS.</li> <li>• HBS has SMG OPA drop-down menu options with the following two options: <ul style="list-style-type: none"> <li>- “Vacation-Outside Activities” (vacation hours deducted)</li> <li>- “Outside Activities-LWOP” (pay deduction)</li> </ul> </li> <li>• Indicate in the “Notes” section the name, # of hours and timeframes of the OPA.</li> </ul>                             | <ul style="list-style-type: none"> <li>• Following the “SMG OPA Approval Authority Matrix,” certain uncompensated OPA hours must be reported in HBS.</li> <li>• HBS has SMG OPA drop-down menu options with the following option for uncompensated activities: <ul style="list-style-type: none"> <li>- “Outside Activities -Uncompensated” (no deduction of vacation hours)</li> </ul> </li> <li>• Indicate in the “Notes” section the name, # of hours and timeframes of the OPA.</li> </ul> |
| <b>Annual OPA Report</b>                | <ul style="list-style-type: none"> <li>• <b>Reportable OPAs:</b> Refer to the “SMG OPA Approval Authority Matrix”</li> <li>• <b>Timing:</b> Occurs from Jan-March each year and is presented to the UC Regents each summer.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Reportable OPAs:</b> Refer to the “SMG OPA Approval Authority Matrix”</li> <li>• <b>Timing:</b> Occurs from Jan-March each year and is presented to the UC Regents each summer.</li> </ul>   |