



BOARD OF TRUSTEES  
UNIVERSITY OF PUERTO RICO

CERTIFICATION NUMBER 48

2004-2005

I, Salvador Antonetti Zequeira, Secretary of the Board of Trustees of the University of Puerto Rico, CERTIFY THAT:

The Board of Trustees, at its regular meeting on Saturday, November 20, 2004, on the recommendation of the President of the University of Puerto Rico and its Committee on Finance and after a careful analysis of the institutional interests, agreed:

**Amend Certification Number 93-066 of the Council of Higher Education, in its Article 5, General Provisions applying to the non-teaching staff of the University System, Section 5.7, Standards for the Administration of Salaries under the Rules of the Compensation Plan for Non-Teaching Staff of the University System, to add the following paragraph:**

**Paragraph 15 - Supplementary methods of remuneration**

**The President may authorize alternative methods of remuneration based solely on measurable criteria of productivity, where the nature and working conditions so warrant.**

**In the university enterprises where activities and programs generate income and are self-sufficient, they may establish methods aimed at creating a remuneration incentive for employees who work directly with sales and collection, and who generate the enterprise extra-university revenues exceeding the goals and objectives set. Productivity will be measured by specific, quantifiable criteria, under an incentive plan that measures the performance above what is considered a normal work performance.**

**Supplementary methods of remuneration will not be used to grant salary increases for meritorious service; they will be based on the development of measurable, previously stipulated productivity criteria and are subject to review under the projection, budget and operational work plans of the**

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**enterprise. The remuneration will be based on the effort and results.**

**The operating budget of the University of Puerto Rico will not be used for these purposes. The additional mechanism of remuneration will be met exclusively with extra university funds that generate the university enterprises, activities or programs.**

**The Central Office of Human Resources will establish procedures to implement the incentive and the additional method of remuneration according to the nature of the university enterprise and will submit them for approval to the President.**

**This amendment will be effective immediately from the date of this certification.**

**A compiled version of the Standards for the Administration of Salaries of the Compensation Plan for Non-Teaching Staff Rules of the University System mentioned above and approved by Certification No. 93-066, as amended since its original approval, accompanies this certification.**

AND FOR THE RECORD, I issue this certification, in San Juan, Puerto Rico, today November

23, 2004.



Salvador Antonetti Zequeira  
Secretario

pep

I, Juan E. Segarra, USCCI #06-067/translator, certify that the foregoing is a true and accurate translation, to the best of my abilities, of the document in Spanish which I have seen.

COMMONWEALTH OF PUERTO RICO  
BOARD OF TRUSTEES  
UNIVERSITY OF PUERTO RICO

**STANDARDS FOR THE ADMINISTRATION OF  
SALARIES UNDER THE RULES OF THE  
COMPENSATION PLAN FOR  
NON-TEACHING STAFF OF  
THE UNIVERSITY SYSTEM**

*Approved through Certification No. 93-066, as amended.  
Compilation of November 22, 2004, authorized through  
Certification No. 48 (2004-2005)*

I, Juan E. Segarra, USCCI #06-067/translator, certify that the foregoing is a true and accurate translation, to the best of my abilities, of the document in Spanish which I have seen.



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**Article 1 - TITLE**

These Rules will be known under the name of Rules of the Compensation Plan for Non-Teaching Staff of the University System.

**Article 2 - LEGAL BASIS**

These Rules are adopted in accordance with the provisions of Act No. 1 of January 20, 1966, as amended, known as the Law of the University of Puerto Rico, in Article 76 of the General Regulations of the University of Puerto Rico, approved on January 16, 1981.

**Article 3 - APPLICABILITY**

The general provisions of these Rules apply to non-teaching staff in job positions in classes within the Classification Plan.

**Article 4 - DEFINITIONS**

To interpret and to apply these rules, the following terms have the meanings stated below, unless a clearly different meaning arises from the context.

**Section 4.1 - Central Administration**

It is the office of the President of the University of Puerto Rico and its units.

**Section 4.2 - Promotion**


Changing an employee from a job position in a class to a position in another class with higher level functions and for which it has been provided a minimum level of higher pay.

**Section 4.3 - Increased Remuneration within Category**

A change in the remuneration of an employee to a higher level within the category to which is assigned the class of the job position he/she holds.

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**Section 4.4 - Salary Increase for Meritorious Service**

An increase in pay granted to an employee based on an excellent evaluation of his/her performance.

**Section 4.5 - Appointing Authority**

An officer with the legal authority to appoint or dismiss staff in the university system.

**Section 4.6 - Category**

Pay range that provides a minimum, maximum and intermediate levels in the Compensation Scale.

**Section 4.7 - Class or Classes of Job Posts**

A group of job positions whose duties, nature of work, authority and responsibility are such similar that can they can be reasonably termed with the same title. Incumbents must comply with the same minimum requirements. The same aptitude tests for employee selection may be used and the same remuneration scale for substantially equal work may be applied.

**Section 4.8 - Demotion**


Changing an employee of a position in a class to a position in another class, with lower level functions and for which it has been provided a minimum level of lowest pay.

**Section 4.9 - Differential**

Additional special remuneration of a temporary nature, which is not part of the regular salary of the employee and is granted when extraordinary conditions are affecting a position. It is also a distribution of accumulated funds to a non-teaching staff member for performing additional tasks or functions that

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DETAILED CONTENT**

correspond to his job position, as part of his/her participation in an activity of the University Intramural Practice Plan.<sup>1</sup>

**Section 4.10 - Central Office of Human Resources Director**

Officer in which the President delegates the implementation and administration of the Classification Plan and the Compensation Plan for the Non-teaching staff of the University System.

**Section 4.11 - Pay Scale**

Scheme composed of different categories that determine the remuneration for different classes previously established in the Classification Plan.

**Section 4.12 - Extension of Scale**

It means expanding the remuneration scale based on the highest level of it proportionally.

**Section 4.13 – Temporary position**

Service carried out by a regular employee on a temporary basis in a position whose classification is higher than the position held, under an official designation by the appointing authority or his/her authorized representative.

**Section 4.14 - Law**

Law Num. 1 of January 20, 1966, as amended, known as the Law of the University of Puerto Rico.

**Section 4.15 - Perquisite**

Fixed or eventual allowance granted to an employee, in addition to his/her salary, to facilitate and meet requirements, needs, and conveniences of the work unit.

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<sup>1</sup> **Notes:** Certification No. 126 (1996-97).

**STANDARDS FOR THE ADMINISTRATION OF SALARIES UNDER THE RULES OF THE COMPENSATION PLAN FOR NON-TEACHING STAFF  
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**Section 4.16 - Non-Teaching Staff**

The Non-Teaching Staff is the personnel responsible for the administrative, technical and auxiliary teaching-related tasks within the institutional program following the provisions of the Law, regulations, and rules of the university system and the auxiliary personnel needed to perform these functions.

**Section 4.17 - Classification Plan for Non-Teaching Staff**

Systematic grouping of job classes and series of classes, according to their duties, responsibilities, and authority. It also establishes rules and procedures for its administration in harmony with the Salary Plan and applicable regulations.

**Section 4.18 - Compensation Plan for Non-Teaching Staff**

The scheme which sets and administers the payment of job classes that make up the Classification Plan for Non-Teaching Staff.

**Section 4.19 - President**

It refers to the President of the University of Puerto Rico.

**Section 4.20 - Job Post**

Set of duties and responsibilities regularly assigned or delegated by the appointing authority and that require the employment of a person for full or part time work.

**Section 4.21 – Reassignment**


It means when a class assigned to a pay category is reallocated to other category contained in the Remuneration Plan.

**Section 4.22 - Reclassification of a Job Post**

It is the action of reclassifying a position previously classified under the Classification Plan. The reclassification may be in a class of a higher, equal or lower category.

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**Section 4.23 - Regulations**

General Regulations of the University of Puerto Rico.

**Section 4.24 - Re-entry**

Reinstatement to service by certifying eligibility within a period of two years from the date of separation thereof.

**Section 4.25 - Reinstatement**

The return of a regular employee to the post formerly occupied or to other similar position.

**Section 4.26 - Risks in Employment**

**1. Chemical Hazards**

Risks caused by exposure to hazardous concentrations of dust, gases, vapors, smoke, atomized and toxic chemical substances in solid or liquid state in the work area.


**2. Physical Hazards**

Risks caused by exposure to dangerous levels of noise, vibration, electromagnetic or ionizing radiation, too much or little light, extreme temperatures, unsafe surfaces for walking and working, machinery, equipment, unsafe or not appropriate tools and others in the workplace.

**3. Biohazards**

Risks caused by exposure to viruses, bacteria, parasites, mites, protozoa, fungi, rickettsia, Histoplasma or other organisms or microorganisms in the work area. These risks can also be caused by toxins or a metabolic waste of organisms or microorganisms.

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**4. Ergonomic Risks**

Risks caused by lack of harmony between the work, posture while performing the task, habits, design and physical environment of the work area, labor laws, etc. and biomechanics of the human body. You can also consider an ergonomic risk when the employee performs work whose complexity level is below or above the physical, psychological and intellectual capabilities of the employee.

**Section 4.27 - Active Duty**

Any period of service in which the employee is present performing the functions of a post.

**Section 4.28 - University System**

Set of units, consisting of the Council of Higher Education, the Central Administration, the University Board, autonomous and non-autonomous institutional units created by law or by the Board and such other units and agencies set up by the Council.

**Section 4.29 - Transfer**

Movement of an employee from one position to another in the same or a similar class for which it has been assigned the same pay.

**Section 4.30 - Institutional Unit**


Each of the independent administrative and academic units of the university system, consisting of colleges, faculties, schools, services and other units.

**Article 5 - *GENERAL PROVISIONS THAT APPLY TO NON-TEACHING STAFF OF THE UNIVERSITY SYSTEM***

**Section 5.1 - Objective**

The general provisions of this Article pursue establishing a remuneration system that encourages uniformity in fixing the remuneration of non-teaching staff at the university system.

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**Section 5.2 - Adoption and Approval of the Compensation Plan**

The university system adopts a payment plan in harmony with the Classification Plan, in accordance with the provisions of the Standards for the Administration of Salaries of the Compensation Plan for Non-Teaching Staff Rules of the University System.

The remuneration plan is the fixed remuneration scheme for non-teaching staff and is the basis to be used in all personnel transactions involving payments. It contains the Remuneration Scale and standards necessary to determine payments.


The Council of Higher Education is the body that has the legal authority to approve the Remuneration Plan that will rule in the university system.

**Section 5.3 - Administration and Updating of the Compensation Plan**

The President of the University of Puerto Rico is responsible for preparing and amending the Remuneration Plan for Non-teaching staff and for submitting it to the Council of Higher Education for approval. Also, the President of the University of Puerto Rico is responsible for its uniform administration and application throughout the university system.

The President evaluates and approves the remuneration scale and the allocation and reallocation of job classes within categories and hierarchical level or a relative value between positions classes within the Classification Plan. The President maintains updated the Remuneration Plan and publishes, at the beginning of each fiscal year, the document containing the assignment of Classes to the current Remuneration Scale for non-teaching staff. This document is sent to the university system and is kept updated by notifying changes. The President delegates to the Director of the Central Office of Human Resources, who will act as Plan Administrator, the administration, maintenance and updating of the Remuneration Plan.

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**Section 5.4 - Scope and Content of the Compensation Plan**

1. The Remuneration Plan for the Non-teaching staff of the University System must: be in harmony with the regulations and existing institutional policy.
2. Promotes uniformity in the remuneration of non-teaching staff of the university system by applying a uniform Remuneration Scale.
3. Maintains a correlation between the relative value to be assigned to classes comprising the Classification Plan and the monetary value assigned to these through salary categories.
4. It comprises a salary structure, a ratio of each job class where salary categories and determining the relative hierarchy between classes are indicated. The Remuneration Plan will be applied according to the provisions of these Rules.

**Section 5.5 - The Salary Structure**


**1. Composition of the Salary Structure**

The salary structure that is part of Remuneration Plan is made up of salary categories, each of which consists of a minimum level, a maximum level, and intermediate levels.

**2. Factors considered in assigning categories**

In order to achieve and maintain the pay fairness, when fixing or reassigning salary categories, the following factors are taken into consideration among others: level of responsibility, difficulty and authority of posts; degree of discretion that is required in the development of functions; minimum requirements established; degree of difficulty in recruiting; promotion opportunities; working conditions; salaries paid in the employment market; cost of living and availability of fiscal resources. These factors determine the relative value of the classes.

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**3. Competitive Salary Structure**

According to availability of fiscal resources, salary structure must be sufficiently competitive to allow recruiting and retaining qualified personnel. It must provide for appropriate recognition of the efficiency and individual productivity of employees. Also, it must be structured in such a way so as to provide an opportunity to progress.

**4. Re-adjustment of the Categories**

When institutional needs warrant, the President may extend or adjust the categories of the remuneration scale.

**5. Intermediate Levels**

Intermediate levels set in the different salary categories correspond to a regular working schedule of 37 1/2 to 40 hours per week.

**6. Part time**

When services are provided on a part-time basis in a position, the remuneration to be fixed will be proportional to the regular working hours, according to General Regulations.


**7. Payments or deductions**

When there is need to make any payments or deductions for services rendered or not provided in any period, the corresponding amount will be determined based on employee's remuneration and the regular workday.

**8. Location of the Pay in its respective Category**

The remuneration of each employee must match the minimum, maximum, or one of the intermediate levels of the category to which is assigned the class position that the employee holds.

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**9. Scale extension**

When extending the scale, the same proportion of its intermediate levels is followed.

**Section 5.6 - Assignment of the job-position classes into their corresponding retribution scale**

1. The position relative to the job classes comprised in the Classification Plan for the Non-teaching staff of the University System will be established and maintained in the remuneration scale by assigning each class to a Category.
2. The assignment of job classes to salary categories is guided by the objective of providing fairness in determining pay.
3. The necessary subsequent reallocations shall be governed by the provisions of Section 5.7 of these Rules.

**Section 5.7 - Rules Concerning the Salaries Administration**

The Rules for the Administration of the Remuneration Plan provide for fairness in setting salaries and other remuneration mechanisms.


To ensure this objective, the following general rules governing the administration of salaries in the following personnel transactions are established:

**1. Recruitment and Retention**

As a general rule, any person who is appointed to a regular position will receive the minimum level of the category corresponding to the position class that he/she will occupy.

In cases where there are extraordinary difficulties in recruiting or retaining staff in certain positions, the

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appointing authority may authorize up to five intermediate levels above the minimum of the Category. In the case of situations that deviate from this maximum, the rectors must submit them to the President for approval.

**2. Promotions**

Any promotion involves an increased remuneration that will not be less than the equivalent of the difference between the minimum level of the class in which the employee is working and the minimum level of the class to which the employee is promoted. It also entails any adjustments needed to bring the employee to one of the intermediate levels of the remuneration scale.

The appointing authority will have the power to authorize greater increases not exceed a maximum of five intermediate levels when the merits of the case so warrant.

**3. Transfers**


The transfer involves no reduction in the employee's salary, and it can be done from one job to another in the same pay Category. In all cases, the employee will retain his salary without further adjustment.

**4. Demotions**

In a demotion, an employee will be paid according to the following:

- a. When the demotion occurs at the request of the employee, and the employee's salary does not match any of the levels of salary Category of the new position, the employee will be assigned to the nearest level below his/her salary before the demotion.
- b. When the employee's salary matches any of the levels of the salary Category of

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the new position, the employee will be assigned to that level.

- c. When the demotion occurs on an initiative of the institution and the employee's salary does not match any of the levels of the salary Category of the new position, the employee will be assigned to the nearest level above his/her salary before the demotion.
- d. When the maximum level of the salary Category of the new position was below the previous salary of the employee, his/her salary will remain unchanged.

**5. Job Posts Reclassifications**

Whenever an occupied post is reclassified, employee's remuneration is fixed according to the provisions of promotions, transfers or demotions, as applicable.


**6. Classes or Job Posts Creation**

In creating series of classes, classes or positions, these are assigned to the corresponding salary category, according to the factors mentioned in Section 5.5, Paragraph 2.

**7. Reassignment of Classes to Superior Salary Categories**

When the Remuneration Plan is amended due to the reallocation of a class or series of classes to a higher salary category, affected employees are granted an increase in their remuneration that is equal to the increase that the class receives to the effective date of such action. The remuneration is set to the upper intermediate level when it does not match one of the intermediate levels of the corresponding category. If the remuneration exceeds the maximum level of the category, one must proceed by the provision of the scale extension.

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**8. Re-entries**

As a rule, any person who reenters the service receives the minimum level corresponding to the relevant class at the time of reentry. If at the date of separation, the employee earned a remuneration above the minimum level of the class, the appointing authority may grant a remuneration that fluctuates between the class minimum and the remuneration the employee received to the date of separation.

**9. Reinstatements**

As a general rule, any employee who is reinstated to his/her regular position as result of being separated from a position of trust, termination of any type of unpaid leave or as result of having failed in the probationary period of another position, will earn the same salary that he/she had in the post he/she occupied as regular employee.

If the class was reallocated, employee's remuneration is established according to the current remuneration scale.

If the employee did not enjoy any increase granted under the agreements contained in the Rules and Working Conditions applicable to non-teaching staff, such increase will be recognized at the time of reinstatement.<sup>2</sup>

When the reinstallation is as result of the separation of an employee in a position of trust in the university system to a regular post, after having served in such post in an uninterrupted way for a period not less than three (3) years, the appointing authority may authorize any remuneration which fluctuates between the employee's salary in the regular position held and the maximum of the

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<sup>2</sup> **Notes:** Fe Errata CES No. 66 (1992-93).

**STANDARDS FOR THE ADMINISTRATION OF SALARIES UNDER THE RULES OF THE COMPENSATION PLAN FOR NON-TEACHING STAFF  
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category corresponding to the class at time of reinstatement. The amount authorized by this mechanism will be part of the remuneration of the employee.

**10. Temporary Position**

When the employee is appointed to temporarily work in a higher ranking occupied or vacant post, remuneration will be as if the employee would have been promoted to the post, from the date he/she reaches thirty (30) days performing the tasks of the temporary work continuously if the following circumstances are jointly present:

- a. The employee must meet the minimum requirements of education and experience required for the post.
- b. The official designation of the employee, in writing, by the appointing authority to perform all the standard functions of a higher classification.
- c. Certification from the employee's immediate supervisor to the appointing authority that the employee has worked and will continue uninterruptedly performing all the normal functions of the higher post.


**11. Salary Increases for Meritorious Service**

Meritorious service increases may be granted every twelve months of active service to regular status employees occupying positions in the classes included in the Classification Plan.

They are awarded prospectively and are effective the first day or the sixteenth day of the month. As a general rule, increases for meritorious service will be awarded to the maximum level of the category.

The recommendations of salary increases for non-teaching staff based on meritorious service, require prior individual assessment in which

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the most outstanding achievements of the employee's job are considered. Meritorious Service increases are awarded according to the amount of the intermediate levels of the pay scale. The salary increase must be in harmony with the outcome of the assessment to the employee during the period of the previous twelve months. In addition, the granting of these increases will be dependent upon the available budgetary resources.

The increases based on merit are usually one or two steps or salary levels over what the employee earns. Employees with outstanding performance may receive salary increases of three steps with the approval of the appointing authority. In cases of extraordinary merits, the appointing authority may authorize up to five steps.

**12. Salary Increases for Years of Service - (Five-yearly salary increase)**


The eligible employees will receive a bonus for every five years of active service, as the Council of Higher Education authorizes it.

The non-teaching staff who is holding a regular position and whose probationary or regular appointment has been extended will be eligible to receive quinquennium bonus.

On taking a regular position, he/she will be credited all the time of continuous active service previously rendered on a fulltime basis, regardless of the type of mechanism utilized in his/her employment.

The periods taken on special leave and absences without pay of more than 15 consecutive working days, for any reason, do not interrupt the calculation for the quinquennium, but they are not credited. Absences of less than 15 days are not taken into account.

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The rendered-service years before separation will be credited to the personnel reentering into service within two years after their separation.


The credit for five year periods will be effective on the date that marks five years of active service.

**13. Differentials**

The President may delegate the relevant appointing authority to grant differentials for employees who hold positions in the classes contained in the Classification Plan for Non-Teaching Personnel, when certain conditions are present, namely:

- a. When extraordinary working conditions require performing functions beyond the duties and responsibilities assigned to the post.
- b. When the geographical location of the position results costly for the employee, which justifies that he/she is granted an additional incentive.
- c. When the extraordinary working conditions require performing highly specialized functions with high risk at the physical, chemical, biological and ergonomic level.
- d. When the job requires specialized knowledge:
  - (1) Those that are directly related to the duties assigned to a particular position and that are essential to working in it but that are not necessary for any other position included in that class. This required knowledge is additional to the minimum requirements of the class and that is only required for certain positions of the class.
- e. When it comes to the distribution of accumulated funds to a member of non-teaching staff for performing tasks

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or functions additional to those corresponding to his/her post, as part of his/her participation in an activity of the Intramural University Practice Plan, either within or outside regular working hours.<sup>3</sup>

f. Fixed night shifts<sup>4</sup>

As a general rule, differentials have a prospective nature. Their authorization will be effective the first day of the month following the date of receipt of the requisition in the Office of Human Resources of the institutional unit, provided that they receive all the required documents and justifications.

The differential mechanism should not be used to promote competition between institutional units or be used to benefit an institutional unit over another. This mechanism is extraordinary, has a transient nature and, therefore, will be used in a judicious and restricted manner.

Since the differential is not part of the remuneration of the employee, each institutional unit will be responsible for removing it as soon as the reasons that gave rise to its granting disappear.

The differential will be granted in such a way that the absolute amount is consistent with the progression of the salary levels of the corresponding category. As a general rule, the maximum differential to grant will be equal to the amplitude of the scale. The Central Office of Human Resources will establish the procedure applicable to the units to analyze the requests of the differentials submitted.

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<sup>3</sup> **Notes:** Certification No. 126 (1996-97)

<sup>4</sup> **Notes:** Certification No. 76 (2000-01)

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**14. Authorization to Extend the Remuneration Scale**

The President may extend the scale of remuneration for non-teaching staff, adding on top of the Category, the same proportion of the intermediate levels that comprise it.

The total of the authorization of a scale extension that is granted to an employee should not exceed the equivalent to the number of intermediate levels that comprise the Remuneration Scale.

The salary increase that an employee receives as a result of an extended scale in a particular personnel action is part of his/her remuneration.

Scale extensions may be authorized to address specific situations, when:

- a. An employee has rendered satisfactory services for one or more years of active service, after having reached or exceeded the maximum of the category.
- b. An employee is promoted, or his/her position is reclassified and his/her earnings reach or exceed the maximum of the new category.
- c. Transfer or demotion transactions are done and the remuneration the employee earns exceed the maximum level of the category corresponding to the new post.

**15. Supplementary Method of Compensation**

The President may authorize alternative methods of remuneration based solely on measurable criteria of productivity, where the nature and working conditions so warrant.

In the university enterprises where activities and programs generate income and are self-sufficient, they may establish methods aimed at creating economic incentives for employees who work directly with sales and collection, and who generate extra-university revenues exceeding the goals and

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objectives set for the enterprise. Productivity will be measured by specific, quantifiable criteria, under an incentive plan to measure the performance above what is considered a normal work performance.

Supplementary remuneration methods will not be used to grant salary increases for meritorious service. They will be based on the development of measurable criteria of previously stipulated productivity and will be subject to review in accordance with the projection, budget and operational work plans of the enterprise. The remuneration will be based on the effort and results.

The operating budget of the University of Puerto Rico will not be used for these purposes. The additional remuneration mechanism will be exclusively defrayed with the extra university funds that the enterprise, activity or university program generate.

The Central Office of Human Resources will establish the procedures to implement the incentive and supplemental remuneration method according to the nature of the university enterprise and will submit them for the approval of the President.<sup>5</sup>

**Article 6 - MARGINAL BENEFITS**

Marginal benefits constitute indirect compensation on the remuneration of the employee, as they are an integral part of it. Besides being an additional income, marginal benefits provide safety and better working conditions to the worker. The marginal benefits plan of the university system is comprehensive and helps attract and retain the best staff available.

The Central Administration and the institutional units are responsible for keeping their employees duly informed about the marginal benefits that

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<sup>5</sup> **Notes:** Certification No. 48 (2004-2005)

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are granted and the terms and conditions of their enjoyment, Similarly, they are responsible for the protection and sound management of them.

The remuneration impact related to the marginal benefits will apply in accordance with the rules and regulations and laws that apply to each benefit.

**Article 7 - OTHER GENERAL PROVISIONS**

The President may authorize, as an exception, higher remuneration than those provided for the different personnel actions, when the common mechanisms do not provide options, and the merits of each case so warrant. The amount authorized by this mechanism will be part of the remuneration of the employee. This mechanism should be of an extraordinary nature. It will be used in a proper and restricted way, after a rigorous evaluation of each case. Moreover, it will be only used when its application is functionally practical and for the benefit of the service to be provided in the university system.


**Article 8 - PERQUISITES**

The granting of perquisites is governed by the provisions of the Regulation through Certification No. 94 (1974-75), of the Council of Higher Education for those purposes.

**Article 9 – AUDITING OF THE PLAN**

The Director of the Central Office of Human Resources may make interventions in various institutional units, in order to identify shortcomings in the implementation of regulations, areas needing training, needs for possible changes in procedures and changes in the application of the rules promulgated. In this process, the Plan Administrator has the authority to require any document or evidence that deems appropriate and the determination will be mandatory as to the actions to be observed by institutional units.

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The result of these interventions is submitted to the President for the appropriate action.

**Article 10 -**            *AUTHORITY TO DELEGATE*

The President has the authority to delegate to the appointing authority of the institutional units some of the provisions of these Rules.

**Article 11 -**            *SEPARABILITY CLAUSE*

If any word, sentence, paragraph, article, section or part of these Rules is declared unconstitutional or void by a court, such declaration will not affect, impair or invalidate the remaining provisions and parts of these Rules. Its effect is limited to the specific word, sentence, paragraph, article, section or part declared unconstitutional or void and does not affect or prejudice in any sense its application or validity in any other case.


**Article 12 -**            *REPEAL*

Any rule or regulation that conflicts with the provisions of this regulation is hereby repealed.

**Article 13 -**            *EFFECTIVENESS*

These Rules will be effective as of January 1, 1993.

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