

ARTICLE 3 - DEFINITIONS

A. Break in Service

A break in service is any separation from employment status. In addition, a break in service occurs, effective the last day on pay status, whether or not a separation form is submitted, when an employee is off pay status for four (4) complete, consecutive calendar months without an approved leave without pay, furlough, or temporary layoff. A return to pay status from an approved leave without pay, furlough, temporary layoff, during a period of right to recall and preference for reemployment, or on the next working day following a separation is not a break in service.

B. Address of Record

It shall be the responsibility of each employee to inform the University in writing of his/her current home address and of any change in such address, and the information so provided shall constitute "the employee's last known home address." Via the File Transfer Program, the University shall make accessible to the Union a report of bargaining unit members. The report will include the employee's name, classification, date of hire, department and home address. Home addresses shall be made available to the Union provided that the employee has authorized, in writing, the release of his/her address. The release of home addresses shall be pursuant to Government Code Section 6254.3. For purposes of Article 42 - No Strike/No Lockout, notice to the home addresses provided herein shall meet the Union's obligation.

C. Seniority

1. As used in the Layoff Article, seniority is calculated by the number of full time equivalent months (or hours) of UCLA service, excluding employment prior to a break in service. When employees have the same number of full-time equivalent months (or hours), the employee with the most recent date of appointment is considered the least senior.
2. As used in the Vacation, Promotions & Transfers, Hours of Work and Overtime Articles, seniority is determined by the date of appointment of the employee to the classification. If employees have the same date of appointment to the classification, the one with the most recent appointment to the shop or work location shall be the least senior.

D. Rates of Pay

1. Base rate is the amount listed for the class in Appendix B - Wage Schedule.
2. Regular hourly rate is the employee's base rate plus any shift differential, on-call pay and hazardous duty pay.

E. Classifications

The term "classification" shall refer to the job title and title codes listed in Article 1, Recognition.

F. Day

Unless otherwise indicated herein, the term “day” shall refer to a calendar day.