

NEW EMPLOYMENT PROVISIONS — FLOATER APPOINTMENTS

- 1. If a floater appointment is established at 49% time for 18 months, will the employee holding the floater appointment be eligible for CORE or mid-level benefits? Are there specific guidelines available for floater appointments? (4/13/2001)**

Based upon a 49% appointment, the employee would be eligible for Core benefits (BELI 4). The appointment would need to be established at a minimum of 50% or more time for at least 12 months or 100% time for 3 months or longer but less than a year in order to be eligible for Mid-level benefits (BELI 2 or 3). In either case, the individual would not be a member of a UC-sponsored defined benefit retirement plan. General guidelines are included in the training materials developed by UCOP that were distributed to the campuses.

- 2. What would be the status of an employee who currently (March 2001) holds a floater appointment in the campus HR Department, but held a limited appointment on January 1, 2001 in the Department of Sociology and met the eligibility criteria of Look Back #1? Would this mean that our temporary pool has a career employee effective 1/1/01? (4/13/2001)**

Since the limited appointment ended before the review was conducted and the employee is now working in the temporary employment pool, the Human Resources Department should determine in consultation with the Sociology Department whether Human Resources or Sociology will be responsible for the employee's career appointment.

- 3. What about an employee who holds a floater appointment on 1/1/01, but is coded in the system as holding a limited appointment on that date because the appointment type has not yet been changed in the system? Would this employee be eligible for the Look Back review because he or she is still coded as holding a limited appointment? (4/13/2001)**

This employee would not be eligible for the Look Back review because the employee did not hold a limited appointment on 1/1/01.

- 4. Are employees who hold floater appointments eligible to accrue vacation? If so, are vacation accruals calculated in the same manner as they were when the employee held a casual appointment? (4/11/2001)**

Yes, employees who hold floater appointments are eligible to accrue vacation if they meet the eligibility criteria in the applicable vacation personnel policy or collective bargaining agreement. Vacation accruals for these employees are calculated in the same manner as they were when the employee held a casual appointment. Please refer to the applicable personnel policy or collective bargaining agreement for details.

- 5. Are retirees who hold floater appointments exempt from the personnel policy and collective bargaining agreement provisions that cover those appointments? Are hours counted in these appointments for the purpose of entry into UCRP? (4/11/2001)**

All employees who hold floater appointments, including retirees who return to work, are covered by the floater appointment provisions as described in the applicable personnel policy or collective bargaining agreement. Under the collective bargaining agreements, floater appointments may be established for up to 18 months, while under PPSM they may be established for up to 2 years. Hours are not counted in floater appointments for the purpose of determining eligibility for entry into UCRP. You should check the applicable personnel policy or collective bargaining agreement for details.

6. **Personnel policy and the collective bargaining agreements provide that a limited appointment is eligible to convert to a career appointment when the incumbent has been on pay status for 1,000 hours and has not had a break in service of at least 120 days during a 12-month period. What happens if a department releases an employee who held a limited appointment and the employee subsequently accepts a floater appointment. Is the time worked in the floater appointment considered a break in service? (4/11/2001)**

No. This would not be considered a break in service since the individual is still employed by the University. Under personnel policy and the collective bargaining agreements, a break in service is defined as any separation from employment status.

7. **Do the look back employment provisions apply to employees in the temporary employment pools? (3/19/2001)**

The look back employment provisions do not apply to employees who are appointed into the new floater appointment type as of January 1, 2001. They apply to employees holding limited appointments on January 1, 2001 and who meet the eligibility criteria related to their prior service in casual appointments, including qualifying service in temporary employment pools.

8. **If an employee who is covered by the Personnel Policies for Staff Members who holds a floater appointment and works over a two-year period in the temporary employment pool, alternating between working one month and taking one month off, will that employee be required to take a 120-day break in service before coming back to the temporary employment pool even though the total time worked in the pool over the two-year period was only equivalent to one year? Do the same rules apply for employees who hold floater appointments and are covered by a collective bargaining agreement? (2/6/2001)**

If the employee was initially appointed as a floater for two years, the employee would be required to take a break in service of at least 120 consecutive days before being appointed to another floater appointment. However, if the employee is off pay status for at least 120 days instead of just a month, a new two-year floater appointment could be established after the break in service. The same rules apply to employees who hold floater appointments and are

covered by a collective bargaining agreement, except that the limit on the floater appointment is 18 months.

9. Will time worked in a temporary employment pool count towards an employee's probationary period if the employee subsequently accepts a career appointment? (2/6/2001)

Under current personnel policies and collective bargaining agreements, the probationary period credit only applies to an employee who holds a limited appointment that converts to a career appointment.

10. Why is the University establishing an exception for employees in temporary employment pools? Two years does not seem like a temporary period of time. (11/16/2000)

Campuses have a business need for a cadre of employees who can move from one assignment to another, or from one department to another on a variety of short-term assignments. On average, most employees do not stay in University temporary employment pools longer than two years, so two years was established as an appropriate limit for floater appointments. Furthermore, while two years is the maximum duration, the individual assignments are normally for a shorter timeframe and of a temporary nature.

11. What are the parameters of a temporary pool appointment, called a floater? (12/11/2000)

Floater appointments are reserved for use by Human Resource Departments to manage their temporary employment pools. Such appointments may be established at a fixed or variable percentage of time for up to two years. A second two-year floater appointment may be established for an employee after there has been a break in service of at least 120 consecutive days. No break in service is required, however, if the employee wishes to accept a career, limited, or contract appointment at the conclusion of the two-year floater appointment.

12. Can an employee employed by the temporary employment pool work on one assignment for up to two years? (12/20/2000)

Yes. The restriction is on the appointment, not the specific assignment. Normally, however, temporary employment pool assignments are of a much shorter duration. For example, when a temporary employee fills in for an employee on a medical leave, longer assignments may be appropriate so long as the total time on pay status in the temporary employment pool does not exceed two years without a break in service of at least 120 consecutive days.

13. Can an employee who holds a limited appointment be released and reappointed to a floater appointment in the temporary employment pool? If so, would a 120-day break

in service between the limited appointment and floater appointment be required? (12/20/2000)

An employee who holds a limited appointment may be released and subsequently accept a floater appointment in the temporary employment pool, provided that the assignments are different and that the change of the appointment type is not an attempt to deny the employee eligibility for a career appointment. A break in service of any length is not required before an employee can accept a floater appointment.

14. If an employee holds a floater appointment, what happens at the end of the 2-year appointment? (11/9/2000)

The appointment terminates at the end of the 2-year period. The employee may not be offered another appointment in the temporary employment pool until there has been a break in service of 120 consecutive days or more. However, the employee may accept, if offered, a career or contract appointment for another position if the employee would like to continue working for the University.

15. Does the time that an employee holds a floater appointment count toward eligibility for career status? (11/9/2000)

No. Only the time on pay status in one or more limited appointments counts toward eligibility for career status.

16. What restrictions, if any, apply to employees hired through temporary employment agencies such as Kelly Services? (12/20/2000)

There are no restrictions. Employees hired through external agencies such as Kelly Services are the employees of the external agency and are not employees of the University. Employees of external agencies are not subject to the limitations placed on floater appointments.

17. The personnel policy proposal for floater appointments does not contain a requirement that the Human Resources Department manage the temporary employment pools. Can a consortium of campus departments with common needs establish and run a temporary employment pool? (11/9/2000)

It is required that only Human Resource Departments establish and manage temporary employment pools to ensure that these employees are used only for short-term assignments in a variety of departments. Under the proposal, a consortium of campus departments may wish to share temporary resources if a temporary pool is not established in the Human Resources Department; however, appointments to these pools would be limited appointments, not floater appointments.

