

NEW EMPLOYMENT PROVISIONS — CONVERSION FROM LIMITED TO CAREER

1. When converting an employee s appointment from limited to career under the Employment Look Back programs, should UCRP membership be effective going forward only (from the time of the payroll action), or as of the effective date of the conversion to a career appointment (for example, effective January 1, 2001 under Look Back #1)? (3/27/2001)

UCRP membership and resulting health and welfare eligibility should be effective going forward only (from the time of the payroll action). The intent of Look Back #1 is to have career status begin on January 1, 2001, AND to have any resulting UCRP and Health and Welfare eligibility going forward from the date of the payroll action. Below is an explanation of the conversion process that will assure implementation in accordance with the intent of the programs.

The two employment look back programs clearly define the effective date for conversion to a career appointment:

- **Look Back #1:** career appointment effective January 1, 2001
- **Look Back #2:** career appointment effective the first of the month after self identification

When converting an appointment from limited to career, OP has advised the departments to evaluate the employee s effort, and, if appropriate, change the percentage and duration of the appointment in PPS to match the employee s expected effort. Because of the timing of the program, departments will be making these payroll changes after the effective date has passed. In many cases, changing the appointment to match effort will make the employee eligible for UCRP membership and full health and welfare benefits. When this occurs, UCRP membership and resulting health and welfare eligibility should be effective going forward only (from the time of the payroll action).

The following examples illustrate how conversions can affect benefits eligibility.

Although the examples illustrate how conversion works under Look Back #1, the same principles apply under Look Back #2. Under Look Back #2, career status begins the first of the month after an employee self-identifies, AND any resulting UCRP and Health and Welfare eligibility starts from the date of the payroll action.

Look back example A

Employee A has been working in a Limited Appointment

- Appointment type 3

- 100% from 3/1/2000 to 2/27/2001 (end date already in system)
- Meets criteria for look back #1

For this example, the decision on career eligibility was made on 2/28/2001

Result of conversion:

- Change *end date* of original appointment type 3 to 12/31/2000 from 2/27/2001
- Establish a new career appointment type 2 from 1/1/2001 to 2/27/2001.

If employee is going to continue beyond original end date, add an additional appointment as follows:

- Appointment type 2 from 2/28/2001 to 99/99/99
- Eligible for UCRP and Full H&W Benefits going forward

OR

If department intends to end the appointment, the department will release or layoff the employee based on status as of 2/27/01. Employee is not eligible for UCRP or benefits.

Look back example B

Employee B has been working in a Limited Appointment

- Appointment type 3
- 40% from 3/1/2000 to 99/99/99
- Actually worked more than 40% in 2000
- Meets criteria for look back #1

For this example, the decision on career eligibility is made on 3/16/2001

Result of conversion:

- Change *end date* of original appointment type 3 to 12/31/2000 from 99/99/99
- Establish a new career appointment type 2 from 1/1/2001 to 3/15/2001

Based on assessment, department decides to change appointment percent going forward:

- Establish a new career appointment type 2 , at 60% time, from 3/16/2001 to 99/99/99
- Eligible for UCRP and Full Benefits going forward

OR

Department decides not to change appointment percentage going forward:

- Establish a new career appointment type 2 , at 40% time, from 3/16/2001 to 99/99/99
- Not immediately eligible for UCRP and Full H&W Benefits, but subject to 1,000 hour rule going forward

2. When an employee converts to career status, will the employee convert at his/her current salary? (12/1/2000)

Yes, subject to normal campus salary-setting procedures.

3. What will happen to an employee s sick leave and vacation leave accruals once the employee converts from a limited appointment to a career appointment? (11/9/2000)

The sick leave and vacation leave balances will carry over to the new appointment.

4. If an employee who holds a limited appointment attains 1,000 hours on the 5th of the month but his appointment does not convert to a career appointment until the 1st of the following month, what is the appointment during that intervening period? Can a department release such employees in the intervening period prior to conversion to career status? (12/20/2000)

The appointment is a limited appointment until it converts to a career appointment on the 1st of the month following attainment of the 1,000 hours. If a pre-determined end-date occurs during this intervening period, the employee may be released. However, employees should not be released solely to prevent their conversion to career status.

5. If an employee holds two active limited appointments in two different departments at the same campus, which limited appointment converts to a career appointment when the 1,000 hour threshold is reached or do both appointments convert to career appointments? (12/20/2000)

Both appointments would convert to career appointments if the threshold is reached in this fashion.

- 6. Will personnel policy be amended to indicate that conversion to career status will be effective on the first day of the quadri-weekly cycle following attainment of 1,000 hours on pay status for employees who are paid on a quadri-weekly cycle? (12/20/2000)**

Although the personnel policy changes that will become effective on January 1, 2001 do not specifically address employees paid on a quadri-weekly cycle, administrative guidelines being developed by the Office of the President will provide that conversion to career status for this group of employees will be effective on the first day of the quadri-weekly cycle following attainment of the 1,000 hours.

- 7. If an employee is appointed at less than 50% time and subsequently becomes eligible for a career appointment after reaching the required number of hours, must the appointment rate be changed to 50% time to be consistent with the definition of a career employee? (12/1/2000)**

The appointment rate for the career appointment needs to be consistent with the effort expended (i.e., time on pay status) for the limited appointment that contributed to the employee's eligibility for career status. Under the proposed personnel policy changes, there will be two definitions and hence two ways of becoming a career employee: (1) an appointment may be designated as a career appointment on the initial appointment begin date if the appointment rate is at least 50% time and the duration is at least one year; or (2) a limited appointment may be designated as a career appointment when the incumbent has been on pay status for 1,000 hours in a rolling 12-month period without a break in service of at least 120 consecutive days. Thus, the appointment rate in the question posed need not be raised to 50% time unless the time on pay status in the limited position was equivalent to 50% time.

- 8. How should the University determine what department is responsible for the career status and associated benefits when an employee holds two limited appointments that are converted to career appointments? (12/1/2000)**

If the same employee holds two separate career appointments, the cost of benefits should be pro-rated. Each department would be responsible for their career appointment, respectively.

- 9. Will an employee who holds a limited appointment and who has previous career service still be required to meet the 1,000-hour threshold before the appointment can convert to a career appointment? If so, when the appointment converts to a career appointment, will the career status be prospective or will the career status be effective at the beginning date of the limited appointment? (12/1/2000)**

Yes, on the first question. Prior career service does not shorten the 1,000 hours on pay status requirement for conversion to career status from a limited appointment. Yes, also on the second question. Conversion to career status is effective on the first of the month following attainment of the 1,000-hour threshold.

**10. Will conversion from a limited appointment to a career appointment be automated?
(12/11/2000)**

No. Conversion to career status will be a manual process, at least initially. Management reports that list employees who have approached or reached the 1,000-hour threshold and are eligible for conversion to career status will be produced on a monthly basis for each department with eligible employees.

11. What will the system do after an employee reaches the 1,000 hour threshold for career appointment status? (10/27/2000)

The hours for eligibility for conversion to career status will be tracked automatically in the Payroll/Personnel System (PPS). Reports will be produced at the end of each month identifying employees who have achieved 1,000 eligible hours toward career status. These reports will be available to departments and central offices for review and determination of appropriate action.

UCOP HR/Benefits is currently determining whether or not to request that appointments be converted by the system from limited (type 3) appointments to career (type 2) appointments when the required hours are achieved. Some of the issues to be resolved include:

- whether or not the percent time and/or duration of appointment should be increased to be consistent with the definition of a career appointment.
- how to handle multiple limited appointments (if the employee has two 20% appointments, do we raise the percent time of both equally?),
- how to apportion the additional time when there are multiple funding sources (Sub 01, Sub 02),
- how to set leave codes when the appointment is converted from limited to career, etc.

If a decision is reached to automate the conversion from casual to career, requirements will be prepared and programming will be scheduled.