

## **NEW EMPLOYMENT PROVISIONS — HOURS COUNT**

- 1. Under the new policies, how are hours toward benefits and employment eligibility calculated for employees who aren't paid by the hour, such as FSLA-exempt employees? (4/13/2001)**

For exempt employees, hours are calculated each month by multiplying the maximum number of work hours in that month by the employee's appointment percentage. For example, the month of July 2001 has 176 work hours. An employee with a 49% appointment will accumulate 86.24 hours on pay status during July 2001, based on the appointment percentage (and regardless of how many hours the employee actually works).

- 2. What happens on the new EDB screen after a 120 break in service? (4/13/2001)**

Under the new employment policies, the employee must accumulate 1,000 on pay-status during 12 consecutive months and without a 120 break in service. The original payroll release (1330) did not include code to enforce this 120 break in service rule because staff wanted to consider the best alternative. Code to enforce the 120 break in service rule was included in payroll release 1338, which was shipped to the campuses on March 20, 2001. This release establishes the process within PPS to set a 'begin date' to identify the month when hours start to accumulate toward the 1,000 hour accumulation toward career status. This date will be re-set when an employee has a break-in-service of 120 days or greater.

- 3. An employee currently holds a 50% career appointment. A second department at the same campus would like to employ the same individual in a limited appointment. What impact, if any, will the limited appointment have on the career appointment or vice versa? Will the employee be required to be on pay status for 1,000 hours in the limited appointment in order for that appointment to convert to a career appointment or will the hours from the career appointment be applied to the limited appointment? (2/6/2001)**

The two appointments are separate appointments with different terms and conditions of employment as specified in personnel policy. Prior career hours will not count toward the 1,000-hour threshold requirement needed before the limited appointment can convert to a career appointment.

- 4. Since exempt employees report time monthly, their hours may be counted as the monthly average of 173.33 hours (2080 work hours per year divided by 12) or calculated on the basis of 8 hours per actual work day in a month. How will the actual hours be calculated for exempt employees? (2/6/2001)**

The Payroll/Personnel System (PPS) process uses the actual hours in each month, not an average.

- 5. How will time be counted toward career appointment eligibility? (11/9/2000)**

All time on pay status (rather than time actually worked) in all limited appointments during a rolling 12-month period without a break in service of at least 120 consecutive days will be counted to determine eligibility for career status. Time on pay status includes sick leave, extended sick leave, vacations, compensatory time off, military leave with pay, administrative leave with pay, and holidays. Overtime and on-call hours will not be considered as hours on pay status for this purpose. Time on pay status in casual-restricted appointments which are reserved for students will not count toward meeting the 1,000-hour threshold for conversion to career status.

- 6. Is time on pay status in a per diem appointment included in the calculation for the 1,000-hour threshold requirement for eligibility for conversion to career status? What about shift differentials? (12/20/2000)**

No, on both questions. Only time on pay status in one or more limited appointments will count toward meeting the 1,000-hour threshold requirement for conversion to career status. In addition, only regular pay will be used to calculate eligible hours. Shift differentials are not considered regular pay.

- 7. Will time worked in a floater appointment count for eligibility for membership in UCRP? (12/1/2000)**

No.

- 8. Will an employee who holds a limited appointment and who subsequently accepts an academic appointment with a definite end date be eligible for a career appointment if the aggregate time on pay status in the two appointments is 1,000 hours in a 12-month period without a break in service of at least 120 days? (12/20/2000)**

No. Hours counted for the purpose of conversion to career status do not include time worked in academic appointments.

- 9. What types of staff titles/appointments are affected by the proposed personnel policy changes? What about students in staff appointments or employees who concurrently hold a limited appointment and a by-agreement appointment? (12/1/2000)**

Only the hours in limited (formerly casual) appointments would count towards the 1,000-hour threshold for conversion to career status. UC-enrolled students are normally hired into casual/restricted appointments, which will not convert to career status since hours worked in casual/restricted appointments are not counted towards conversion. However, any students working in limited appointments would be subject to the same conditions as other staff members, including the 1,000-hour threshold and potential conversion to career status. Time worked in by-agreement appointments would not be counted.

- 10. I understand the hours needed to qualify for UCRP eligibility and employment status carry over from one appointment to another. If I'm hiring a temporary employee, how will I know how many hours the employee may have already accumulated in the "hours buckets"? Will I be able to see this information on the Personnel Payroll System? (11/16/2000)**

A new Employee Data Base (EDB) inquiry screen will be provided to display the "hours buckets" for benefits eligibility and career status eligibility.

- 11. Will any hours worked in casual appointments between 12/1/99 and 12/31/00 count towards meeting the look forward employment provisions that are effective on January 1, 2001? (12/20/2000)**

No. Hours on pay status in casual appointments before December 31, 2000 will not count towards meeting the 1,000-hour threshold looking forward. On January 1, the clock will be set to zero and only those hours on pay status in one or more limited appointments going forward will be counted for the purpose of determining career status.

- 12. Will prior career hours count toward conversion of a limited appointment to a career appointment? (12/1/2000)**

No, prior career hours will not count towards eligibility for career status. Only the time on pay status in one or more limited appointments counts toward career status eligibility.

- 13. Will time on pay status in limited appointments be tracked within a bargaining unit or across all bargaining units? (12/1/2000)**

Time on pay status in limited appointments will be tracked across all bargaining units that have agreed to the limited appointment type.

- 14. Will separate "rolling averages" be kept, i.e., one for benefits looking only at the past 12 months regardless of the lengths of any breaks in service, and one for employment which starts over if the break is over 120 days? (11/22/2000)**

Yes, separate sets of hours will be maintained. One set will be for hours towards benefits eligibility, and will include hours from all appointment types except for per diem and casual/restricted. When evaluating an employee for benefit eligibility, a break in service will not be considered. The second set will be for hours toward career status eligibility, and will include hours from appointment type 3 (limited/casual) only. When evaluating an employee for career status eligibility, if there has been a break in service of 120 days or more, only the hours from months following the break in service will be considered. Just for clarification, the system will not maintain a "rolling average" but rather rolling total of hours.

**15. Will there be a report mechanism developed to track this time on an on-going basis? (10/27/2000)**

An on-line inquiry screen will be developed in PPS to display the monthly and total Hours Toward Benefits Eligibility and the Hours Toward Career Status Eligibility. Additionally, monthly reports will be produced showing employees approaching the 1,000 hours for benefits eligibility, and a separate report showing employees approaching the 1,000 hours for career status eligibility.

**16. How will tracking of hours in limited appointments be reported to departments? (11/9/2000)**

Two reports will be provided to help departments track time in limited appointments and, where appropriate, convert them to career status. One report will identify employees who are approaching the 1,000-hour threshold for eligibility for career status. A second report will be provided to identify employees who have reached the 1,000-hour threshold and require conversion to career status. Both reports will list all limited appointments for each employee and the appointment rates for each appointment.

**17. What is the significance of the 120-day break in service? (12/20/2000)**

As a matter of policy, in light of the new direction for the University's program for temporary employees, the 120-day break-in-service was determined to be a reasonable and appropriate time period. Departments will be able, however, to rehire employees into limited positions, following a break in service of at least 120 consecutive days, without "bringing limited hours" from previous appointments to the new appointment.

**18. In the case of a limited appointment of less than 100% time, does the concept of a rolling 12-month period have any meaning since it will take more than 12 months for a part-time employee to reach the 1,000 hours? (12/20/2000)**

Employees holding limited appointments of 49% or more will reach the 1,000-hour threshold within 12 consecutive months, provided that there are no significant breaks in service or leaves without pay. Employees who hold limited appointments of less than 49% will be able to work indefinitely in a limited appointment since such employees will not reach the 1,000-hour threshold in a 12-month period, unless the employee holds multiple limited appointments. In the latter case, an employee may be eligible for career status or enhanced benefits if the aggregated appointment rate for all limited appointments is equal to or greater than 49%.

**19. Are compensatory time off and holidays hours counted for the purpose of determining eligibility for career status? How about time on paid military leave? (11/9/2000)**

Employees who hold limited appointments will have all time on pay status, except for overtime and on-call hours, count toward eligibility for career status. Eligible time on pay status includes compensatory time off, sick leave, extended sick leave, vacations, administrative leave with pay, holidays, and military leave with pay.