

## **NEW EMPLOYMENT PROVISIONS — LOOKBACK PROGRAM**

- 1. I have an employee who was appointed to a casual position on 8/22/00 at 100% time. The appointment ends on 3/22/01. We would like to extend this employee's appointment for one month while we complete a competitive recruitment for the position that the temporary employee is filling in for. Can we extend this employee's appointment for a month without the employee becoming eligible for a career appointment? (4/11/2001)**

Although the employee would not be eligible for conversion to career status under Look Back #1, he or she may be eligible under Look Back #2 if he or she has had other temporary employment at UC. Assuming that the employee is not eligible for conversion to career status under Look Back #2, you could safely extend the employee's appointment to the end of May without the employee becoming eligible for career status under the Look Forward provisions of personnel policy and the collective bargaining agreements. Under those provisions, hours will be counted beginning on January 1, 2001, and the first conversions could occur on July 1, 2001.

- 2. Can an employee who was on pay status for 1,000 hours as defined in Look Back #1 but was not on pay status for at least 50% time during 5 consecutive months still be eligible for conversion to career status under Look Back #2? (4/11/2001)**

Yes, in Look Back #2 such an employee could be eligible for conversion provided that the employee was not off pay status for 120 consecutive days during the 13-month period in which the 1,000 hours accrued.

- 3. Is there a deadline for filing claims under Employment Look Back #2? (3/27/2001)**

Yes, employees must self-identify in writing to their local Human Resources office no later than 12/31/01.

- 4. Is there going to be a look back beyond 1/1/98? The Lab has many employees that were full time casuals for several years prior to 1998. (3/27/2001)**

There are no plans for an Employment Look Back program to consider time worked prior to 1/1/98.

Under the One-time UCRP Service Credit Allocation program, a UCRP member may be eligible to receive an allocation of UCRP service credit in recognition of time worked in a temporary position prior to January 1, 2001. There is no time limit under this one-time allocation program as long as earnings records and/or other supporting personnel documentation are available to substantiate the employee's work history.

**5. Is the University looking at two different employee groups for the purpose of the employment look back? (12/1/2000)**

The employment look back will have two components:

First, the University will identify employees who hold limited appointments on January 1, 2001 and convert them to career status effective January 1, 2001 if the following criteria are met:

- a. the employee was on pay status in one or more casual positions for at least 1,000 hours during the period 12/1/99 to 12/31/00; and
- b. the employee was on pay status for at least 50% time in any 5 consecutive months during the period 12/1/99 to 12/31/00.

The second component of the look back addresses employee self-identification. Employees who self-identify in writing to their Human Resources Director no later than 12/31/01 will be converted to career status, effective on the first of the month following the date on which the University receives the self-identification, provided that the following criteria are met: the employee must be on pay status for at least 1,000 hours without a break in service of 120 or more days during any 13-month period between 1/1/98 and 1/1/01.

**6. Will the Office of the President administer the look-back employment provisions, i.e., identify those employees who will convert to career status based on eligible service during the 13-month period ending on December 31, 2000 and those employees who are required to self identify? (12/20/2000)**

The Office of the President is preparing a Payroll Personnel System release which will assist the campuses in appropriately identifying employees with eligible service during the 13-month period ending on December 31, 2000. It will be the responsibility of each campus, however, to implement the release.

Employees who are required to self-identify must do so in writing to their Human Resource Director no later than December 31, 2001. It will be the responsibility of each campus to provide appropriate notice to employees regarding the self-identification process and to review each claim for career status. The Office of the President plans to develop guidelines.

7. **Will the employment look back for the period between December 1, 1999 and December 31, 2000 include the service during the 13-month period of casual employees hired prior to December 1, 1999, as well as those hired during the 13-month look back period? (12/20/2000)**

The employment look back for the 13-month period ending on December 31, 2000 will apply to employees who hold a limited appointment as of January 1, 2001, regardless of initial hire dates. Once these employees are identified, conversion to career status would be effective January 1, 2001 if the following criteria were met:

- the employee was on pay status in one or more casual positions for at least 1,000 hours during the period 12/1/99 through 12/31/00; and
- the employee was on pay status for at least 50% time in any 5 consecutive months during the 13-month period identified above.

8. **In accordance with the look back provisions, employees who are identified by the University as having prior service that makes them eligible for career status will be converted to career status effective January 1, 2001. Does this mean that such employees will receive retroactive merit increases? (12/20/2000)**

The look back eligibility criteria for conversion to career status will be used to establish career status beginning on January 1, 2001. The criteria are not intended to establish retroactive eligibility for merit increases. However, employees who are converted to career status will be eligible for merit increases prospectively.

9. **If an employee appointed at 43% time converts to career status effective January 1, 2001 as a result of the look back provisions of the University's proposal and subsequently is not on pay status for at least 1,000 hours in 2001, does the employee retain his or her career status? (12/1/2000)**

Yes. Once career status is attained, there is no requirement to maintain a minimum number of hours on pay status.

10. **The UC-AFSCME Agreement Revisions to Casual Employment Policies (September 1, 2000) document indicates that individuals who are currently designated as "casual" will convert to career status retroactive to January 1, 2001 if these employees were hired between December 1, 1999 and December 31, 2000 and have worked 1,000 hours within a 13-month period between December 1, 1999 and December 31, 2000 where those employees are or were employed at least 50% hours in pay status for any five consecutive months during that 13-month period. Is the**

**correct effective date of conversion January 1, 2001 or the month following the date on which the University receives the employee's written self-identification? (11/22/2000)**

There are two different look back processes for employment. The first one looks at the time between 12/1/99 and 12/31/00 and the effective date is January 1, 2001.

The second look back process will look at the time period of January 1998 through December 2000. Employees will need to self-identify to be included in this review. If the employee self-identifies and is converted to career status, the effective date is the first of the month following the date the employee self-identified to the University.

**11. If an employee self-identifies as having been on pay status for at least 1,000 hours in a prior period (e.g., January 1, 2000 — July 1, 2000), will this time count toward eligibility for career status? (11/9/2000)**

Under the proposed look back provisions, an employee who self-identifies must be on pay status for at least 1,000 hours without a break in service of 120 or more days during any 13-month period between January 1, 1998 and January 1, 2001. In the example given above, the employee will be eligible for career status retroactive to the first of the month following the date on which the University receives the employee's written self-identification, provided that it can be documented that he or she actually was on pay status for 1,000 hours in a casual position during that period without a break in service of 120 or more consecutive days.

**12. If an employee submits documentation that he or she worked in a limited appointment at another campus for one year at 80% time between 1998 and 2001, is the campus required to accept that documentation and convert the employee to career status? (6/29/2001)**

Since the counting of hours is limited to a location for both the Look Back and Look Forward provisions, conversion to career status occurs at the location where the hours were earned. In the situation described above, the employee would need to accumulate prospectively 1,000 hours in a 12-month period without a break in service of 120 or more days at the new campus to be eligible for conversion to career status.