

UCOP Human Resources Procedure 2 – SUPPLEMENTAL DEFINITIONS OF TERMS

I. POLICY REFERENCE UC-PPSM 2, Definition of Terms

II. SUPPLEMENTAL DEFINITIONS OF TERMS

Applicant – Individual who applies for a position open for recruitment. The local UCOP Human Resources does not have the responsibility of collecting applicant flow data for all applicants, only for those applicants who are defined as “candidates.”

Applicant Flow Data – The gender/ethnic demographic profile of all candidates for a position open for recruitment. As a federal contractor, the University is required to maintain applicant flow data.

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 120 consecutive calendar days without an approved leave without pay, furlough, or temporary layoff.

A return to pay status from an approved leave without pay, furlough, temporary layoff, indefinite 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. Reference PPSM 2. Definition of Terms (September 1, 2009).

Appointment Types:

Career Appointment – A Career appointment is established at a fixed or variable percentage of time at 50 percent or more of full-time, which is expected to continue for one year or longer. In addition, a limited appointment shall be designated as a career appointment when the incumbent has attained 1,000 hours of qualifying service in any 12 consecutive months without a break in service of at least 120 consecutive calendar days. Qualifying service includes all time on pay status in one or more limited appointments. On-call and overtime hours shall not be included as pay status hours when computing qualifying service. Such career designation shall be effective the first of the month following attainment of 1,000 hours of qualifying service.

Casual/Restricted Appointment – A Casual/Restricted appointment is reserved for a regular student of the University of California. Such an appointment retains the designation casual/restricted regardless of the percent of full time or the duration of the appointment.

Contract Appointment – A Contract appointment is established at a fixed or variable percentage of time for a definite period. Terms and conditions of employment are specified in a written employment contract.

Floater Appointment – A Floater appointment is reserved for use in temporary employment pools and may be established at any percent of full time for up to twenty-four (24) months duration. A subsequent 24 month appointment may be established after a break in service of at least 120 consecutive calendar days. Employees holding floater appointments may be scheduled to work or not, as determined by the University.

Limited Appointment – A Limited appointment is established at any percentage of time, fixed or variable, during which the appointee is expected to be on pay status for less than 1,000 hours in a 12-month period.

Partial-Year Career Appointment – A Partial-Year Career appointment is established to accommodate foreseeable seasonal fluctuations in staffing, budgetary, operational, or other needs. A partial-year career appointment contains regularly scheduled periods, not to exceed three months per calendar year, during which the incumbent remains an employee but is not at work. Employees holding partial-year career appointments may choose to receive paychecks during working months only or, alternatively, to spread paychecks evenly over twelve months.

Per Diem Appointment – A Per Diem appointment is one that adds to or substitutes for career and limited appointments on a pre-scheduled basis or as needed on a day-to-day basis as determined by the University. Employees who hold Per Diem appointments may be scheduled or not scheduled or called off from a pre-established schedule. Additionally, a Per Diem employee's eligibility for scheduling may be discontinued at any time without notice and without cause at the sole discretion of the University and without recourse to the complaint resolution procedures. (See Policy 24, Per Diem Positions). An employee appointed to a per diem position is considered a per diem employee in that position.

Call Back – The period an employee is “called back” to work without prior notice after completing his or her regular work schedule and having left the premises.

Candidate – An applicant who meets the minimum requirements for a position open for recruitment and who will be considered further in the selection process. UCOP Human Resources has the responsibility for collecting applicant flow data on all candidates considered for a position open for recruitment.

Delegation of Authority – The transfer of authority for specific administrative functions from a central office level to a divisional or departmental level.

Department Head – The head of a department or a unit designated as a “department” by the UCOP Organizational Hierarchy.

Designee – The person (or position) to whom the Division Head has re-delegated authority.

Division Head – The head of each Division (e.g., Executive Vice President, Provost) as defined by the UCOP Organizational Hierarchy.

Dual Employment – Dual employment is designated when an employee who holds a full time position in one area works additional time in another department or classification. (If such a situation exists with a non-exempt employee, overtime premium pay would automatically be involved.) This practice is normally not permitted. If the employee holds the full time position within UCOP, a dual employment request must be submitted for consideration to the Executive Director UCOP Local Human Resources. If the employee's full time position is with another campus, the Chancellor (or designee) of that campus has jurisdiction.

Exempt Employee – An employee in a title and job code that is exempt from the overtime provisions of the Fair Labor Standards Act.

Interview Pool – The interview pool consists of the candidates who will be interviewed for the position. The Interview Data form and Applicant Rating Sheet form must be completed and retained within the department for three years.

Merit Increase – A within range salary increase granted to employees in career positions based on performance and other factors such as the position in range.

MSP – Managers and senior professionals provide leadership and professional expertise at the highest levels to major University units, programs or fields of work, and are accountable for their areas of responsibility. Positions at this level are responsible for identifying objectives, formulating strategy, directing programs, managing resources, and functioning effectively with a high degree of autonomy.

PSS – Professional and support staff provides administrative, professional, technical, and operational support through independent judgment, analytical skill, and professional or technical expertise, or are responsible for providing clerical, administrative, technical, service, and maintenance support for University departments, programs, and fields of study.

Non-Exempt Employee – Job codes and title codes that are covered by the overtime provisions of the Fair Labor Standards Act.

Re-delegation of Authority – Authority transferred to the next level.

Release Time – Time during the employee’s normally scheduled working hours that is counted as time worked, when the employee, with the supervisor’s authorization, attends training, development, or other approved activities (such as participating in Bargaining negotiations).

Salary Grade – A salary grade consists of a group of jobs of the same or similar value in a given salary range.

Salary Range – The range of pay rates from minimum to maximum established for a salary grade.

Minimum Salary – The lowest salary rate within a given salary grade. No individual salary shall fall below the minimum of the salary range for a given job title.

Salary (Derived) Midpoint – The salary that represents the middle of a given salary range that is calculated sum of the salary range minimum and maximum divided by two. (Please note that not all UCOP salary midpoints are derived midpoints.)

Maximum Salary – The highest salary rate in the range within a given salary grade. No individual salary shall be above the maximum of the salary range for a given job title.

SMG – Positions designated as senior management provide leadership requiring the exercise of a high degree of independent judgment in the development of Universitywide or campuswide policy and program direction and accountability for long-term results.

Trial Employment – A trial employment period is a period of time of up to six months during which a department or an employee assesses suitability for a position when an employee is either recalled or preferentially rehired following an indefinite layoff. During the trial period of employment an employee may be returned to layoff status at either the employee’s or the department head’s discretion. Time on leave with or without pay is not qualifying service for the completion of the trial period of employment.

UC-PPSM – University of California Personnel Policies for Staff Members (PPSM).

Workweek – The standard workweek is defined for purposes of calculating overtime for non-exempt employees (see UC-PPSM 31 and 32). The standard workweek is from 12:01 am Monday to 12:00 midnight the following Sunday. When circumstances require such action, alternate workweeks of any other seven (7) consecutive twenty-four (24) hour-periods may be approved by the Division or Department Head (or designee) following consultation with the Manager, UCOP Employee and Labor Relations (or designee) regarding Fair Labor Standards Act (FLSA) and notice requirements.