

UCOP Human Resources Procedure 2 – SUPPLEMENTAL DEFINITIONS OF TERMS

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

II. SUPPLEMENTAL DEFINITIONS OF TERMS

Applicant – Individuals who applies for a position open for recruitment. The local UCOP Employee and Staffing Services Unit 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 forms is submitted, when an employee is off pay status for four- (4) complete, consecutive calendar months with an approved leave without pay, furlough, or temporary layoff.

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 services 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 two-year 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.

Casual Recruited as Career – A position that is filled by an incumbent who had been recruited as though the position was career. Within a year this position may be changed to a career position without re-posting as a career opening, and the incumbent is thereby designated as a career employee.

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., Senior Vice President, Provost) as defined by the UCOP Organizational Hierarchy.

Dual Employment Employment status that permits a full-time employee to work overtime in another department, or in a different class in the same department.

Exempt Employee – Titles and title codes that are exempt from the overtime provisions of the Fair Labor Standards Act are marked “Premium Overtime = No” in the Salary Scales, which are posted at <http://nomac.ucop.edu/TPP/UCOPTPPMAIN.HTM>.

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 Management and Senior Professionals Staff. Defined in the introduction to Personnel Policies for Staff Members. Managers and Senior Professionals have title codes that range from 0200 to 0799.

Non-Exempt Employee – Titles and title codes that are covered by the overtime provisions of the Fair Labor Standards Act are marked “Premium Overtime = Yes” in the Salary Scales, which are posted at <http://nomac.ucop.edu/TPP/UCOPTPPMAIN.HTM>.

PSS -- Professional and Support Staff. Defined in the introduction to Personnel Policies for Staff Members. Professional and Support Staff have title codes that range from 4000 to 9999.

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.

Salary Grade -- A salary grade consists of a group of job classifications in a given salary range.

Salary Range:

Minimum Salary -- The lowest salary rate within a given job title. No individual salary shall fall below the minimum.

Salary (Derived) Midpoint -- 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 job title. No individual salary shall be above the maximum salary rate in the range of a job title.

SMG -- Senior Management Group. Defined in the Introduction to Personnel Policies for Staff Members, Appendix II. Senior Managers have title codes that range from 0001 to 0199.

Tier 1 -- First level of personnel program composed of PSS employees.

Tier 2 -- Second level of personnel program composed of SMG and MSP employees.

Trial Employment -- Temporary employment that may be offered under the following circumstances to:

1. A disabled employee or former employee who was medically separated, when recommended by the local UCOP Vocational Rehabilitation Counselor and approved by the local UCOP Director Human Resources to evaluate the disabled individual's interests and abilities, shall be designated as a Limited Appointment and shall serve a trial employment period up to six- (6) months or 1000 hours, whichever is less,
and;
2. Eligible employees rehired under preference for re-employment may, upon prior written notification, shall be required to serve a trial employment period of up to six- (6) months upon rehire. An employee who is required to serve a trail employment period may at any time during the trial employment period return to layoff status at the employee's or at the Division or Department's head discretion. Time spent in trail employment shall not count against the period of eligibility for recall or preferential rehire.

Refer to UC-PPSM 60 (Layoff and Reduction in Time from Professional and Support Staff Career Positions), local UCOP Human Resources Procedures for UC-PPSM 60, and UC-PPSM 81 (Reasonable Accommodation).

UC-PPSM University of California Personnel Policies for Staff Members. Also referred to as PPSM.

Workweek – The standard workweek is defined for purposes of calculating overtime for non-exempt employees (see UC-PPSM 31 and 32). It normally begins at 12:01 a.m. on Sunday morning. Division and Department Heads (or designees) are authorized to designate another 7-day period as the department workweek (for example, beginning 12:01 a.m. on Monday morning to parallel a collective bargaining agreement). An alternative workweek requires prior approval by the UCOP Manager Employee and Labor Relations (or designee).