

December 20, 2017

To: Department Chairs and Academic Business Officers (via SBCHR-L and SBADM-L)

From: Cindy Doherty, Director,
Academic Personnel

Re: Instructions to Departments related to Rescheduled Fall Quarter Finals and Delayed Start of Winter Quarter

As indicated in EVC Marshall's email earlier today, I write to provide you with instruction regarding PPS and pay considerations related to the rescheduled Fall quarter finals week and the delayed start date of Winter quarter. Details are listed below and are also attached as a separate document for your convenience. Also attached please find the roster template referenced in the instructions. Please note the firm deadline for submission of pay rosters.

**Instructions to Departments
Rescheduled Fall Quarter Finals and Delayed Start of Winter Quarter
Impact on Academic employees in teaching titles**

PPS:

In PPS continue to use the standard dates for fall and winter quarters. Although service dates have changed, pay dates have not. Dates are as follows:

	Fall	Winter
9/9 appointments	10/1-12/31*	1/1-3/31
9/12 appointments	7/1-10/30	11/1-2/28

*or 9/1-12/31 for 4 month TAs and Associates

For initial hires in Winter quarter, new hire paperwork must be signed prior to the service begin date, January 15, 2018.

Offer letters:

Formal offer letters do not need to be issued or re-issued for work performed during the rescheduled finals week.

Letters already issued to TAs, Associates, and Lecturers for Winter quarter do not need to be reissued. Departments should make every effort to assure all employees who have teaching responsibilities in Winter quarter are aware of the delayed service start date of January 15, 2018.

Compensation for Rescheduled Fall Finals week:

- TAs and Associates

Departments will need to determine which TAs and Associates will work and the percentage of time during finals week each will work. Work assigned must fall within the normal Academic Student Employee (ASE) scope of work/TA checklist. In the event that a replacement TA must be appointed, the individual must hold an underlying TA appointment in either Fall or Winter quarter. TAs and Associates will be compensated through a flat-rate payment equivalent to a 25% or 50% appointment depending on the amount of work done during finals week. By **5:00 on January 17, 2018**, the department must submit the completed TA & Associate Roster tab on the pay template (attached) to Academic Personnel. Academic Personnel and Payroll will centrally process the pay for the February 1 payday. Pay rates are based on APM-600 appendix 2, and are included on the template.

- Lecturers

Departments will need to determine which Fall appointment only Lecturers will need to return during the rescheduled finals period. By **5:00 on January 17, 2018** the department must submit the completed Lecturer Roster tab on the pay template (attached) to Academic Personnel. Academic Personnel and Payroll will centrally process the pay for the February 1 payday. Lecturer compensation will be based on the Lecturer's fall salary rate and the IWC of the associated course, prorated based on APM-600 appendix 2.

Funding:

Departments will receive replacement funding for TAs, Associates, and Lecturers based on the rosters submitted to Academic Personnel. Rosters will be reviewed by each Dean prior to distribution of funds.

Submit pay rosters to Andrea Dittman at andrea.dittman@ucsb.edu

Questions regarding TAs and Associates may be directed to Billy Ko at billy.ko@ucsb.edu

Questions regarding Lecturers may be directed to Karen Moreno at karen.moreno@ucsb.edu

Cindy Doherty
Director
UCSB Academic Personnel
(805) 893-8332
cindy.doherty@ucsb.edu

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Fall Finals Pay Roster:

<https://ap.ucsb.edu/news.and.announcements/memos/?12.20.2017.Instructions.to.Departments.related.to.Rescheduled.Fall.Quarter.Finals.and.Delayed.Start.of.Winter.Quarter.2.of.2...Attachment>