

May 2, 2017

To: Academic Business Officers and Analysts (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Managing Summer Sessions Academic Employees

The Academic Personnel Office is coordinating with Human Resources and Summer Sessions to offer a training session on managing Summer Session academic employees. Employees holding academic appointments that transition from the academic year to summer then to the following academic year can be tricky to manage.

What protocols or best practices should be followed in managing this group of employees? How do you identify employees whose benefits level (BELI) will change with Summer Session employment? Which department has the responsibility to change the BELI in PPS? When should employees who also teach in Summer Session be separated? These and other relevant questions will be addressed.

Training will be held as follows:

Managing Summer Sessions Academic Employees

Tuesday, May 23rd from 10am-11:30am in ESB 1001

Registration for the training is via the Academic Personnel web site under the "training and workshops" tab, or directly at: <https://ap.ucsb.edu/~staff.training.registration>

Departments who will have faculty or students teaching in Summer Session are strongly encouraged to participate in the training session. Please share this announcement as appropriate with staff who handle Summer Sessions academic employment for your department.

If you have questions about this training, please contact June Betancourt at x5728 or june.betancourt@ucsb.edu

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