

June 10, 2022

To: Academic Department Chairs and Deans
AP Department Business Officers and Staff

From: June Betancourt
Academic Personnel Director

Re: Unit 18 Lecturers IX Contract implementation and Training – Short Work Break,
Terminations, and Appointment Averaging

As part of ongoing efforts to implement the new Unit 18 Lecturer Contract, the Office of Academic Personnel would like to provide guidance on management of appointment terms in UCPATH, per [Article 7A](#) of the MOU.

Hiring 9/9 Appointments:

The Expected Job End Date on Hire transactions for 9/9 appointments must be the end of the first period of active pay status, regardless of the length of the term appointment, (e.g. a 9/9 appointment working in fall and spring will require the 12/31 end date associated with the fall appointment input on the Hire transaction.) The Hire and Expected Job End Date will be provided to departments in the post audit instructions sent with the position number and hiring instructions.

Terminating 9/9 Appointments between Terms:

Under the Collective Bargaining Agreement (CBA), a subsequent 2 or 3-year commitment will be handled as a new appointment in payroll.

For 9/9 appointments, the UCPATH record must be terminated at the end of the 1, 2 or 3 year commitment. Departments are responsible for initiating the Termination template. The effective date of the Termination transaction should be based on the pay period end date of the last quarter worked in that term, (e.g. Last working quarter is winter; end of appointment is 3/31; effective date of Termination transaction is 4/1).

Upon issuance and acceptance of the new term commitment, departments are responsible for initiating a Rehire transaction. The effective date of the Rehire transaction should be the pay period begin date of the quarter or semester that they are returning to work, (e.g. the first working quarter of the new term appointment is fall, the rehire effective date is 10/1). Instructions with confirmation on position updates will be provided to the department by AP-Path following the AP Post Audit.

9/9 Appointments Transitioning to 9/12 between Term Appointments:

If a 9/9 appointment term is ending, the record does not need to be terminated if they are transitioning to a new term appointment in a 9/12 job code that does not result in a break in service.

- If the new 9/12 appointment is finalized prior to July payroll deadlines, the transition to the new title can be managed on the same position (centrally following post audit).
- If the 9/9 appointment has already been terminated, a Rehire template with the appropriate Reason Code (< 180 day break or > 180 day break) should be processed into the new 9/12 position (following post audit and AP-Path Position instruction email).

SWB for 9/9 Jobs During a 2- or 3-year Commitment:

Short Work Break (SWB) during the academic year will be identified with post-audit instructions for the current year and applied by the AP-Path team automatically.

Short Work Break during summer for ongoing appointments under a multi-year commitment must be requested by the department as needed, (e.g. continuation in a 9/9 title is expected for fall).

Appointment Percent Averaging for 9/12 Appointments:

Per [Article 6](#) of the MOU, Unit 18 faculty appointed for a full academic year on a 9/12 pay basis at a variable percentage time each quarter will have their appointment percent time averaged over the course of the academic year, such that they will receive their annual salary in 12 equal monthly installments over the pay period of July 1 – June 30.

Because this has implications for concurrent appointments and supplemental assignments, our office would like to offer departmental training on this topic on the following dates:

- Monday, July 11, 2022 from 10:00 – 11:30am
- Tuesday, July 19, 2022 from 2:00 – 3:30pm

Please register for either session at the [Staff Training Registration](#) page—search for “Unit 18 IX Lecturer Contract Training” under the “Other Training” section.

If you have questions, please contact your College Analyst or AP Analyst: Lia Cabello at lia.cabello@ucsb.edu or Mira Lázaro at msslaza@ucsb.edu.

For UCPATH-related questions, please contact Tamara Berton at tamara.bernton@ucsb.edu.