

# SWB – Lecturer Best Practices

**Short Work Break (SWB)** changes an employee's **Payroll Status** to *Inactive* to stop pay during a short-term non-working period while keeping their **HR Status** as *Active* (entered in **Job Data** via a **PayPath** transaction). This allows:

- the need for terminating and rehiring when the eligible employee is expected to return to work within a defined and allowable period of time, and
- benefit eligible employees to continue on UC benefits with direct billing through UCPC.

SWB may be applied to [9/9 Lecturer](#) appointments during non-working quarters & over summer, when appropriate.

SWB should **not be** applied to [9/12 Lecturer](#) appointments.<sup>1</sup>

## Lecturer Appointments:

### Academic Year (Fall, Winter & Spring):

Non-working quarters in the midst of an existing 9/9 appointment (Continuing and Pre-Six Term) will have SWB applied automatically following the AP Post-Audit process:

- SWB during non-working quarters should be noted within the Appointment/Workload paperwork.
- Post-Audit instructions are provided to the AP-Path team by the AP Policy team.
- Hiring instructions for new Term appointments are provided to departments, when applicable.
- Appointment attributes for each quarter are applied in **Job Data**, including SWB during non-working quarters.

### Summer

SWB for summer on an existing 9/9 appointment is applied to **Continuing** appointments, and to bridge years of a multi-year term on **Pre-Six** appointments.

### Continuing

Departments must request SWB over summer via the **UCPath Certification and Input Form** on [AP Folio](#).

### Pre-Six:

#### Continuation of a Multi-Year Term Appointment:

- SWB over summer will be applied *automatically* based on the continuation of the existing Term appointment
- Return from SWB for the working quarters of the second- or third-year Term will be applied once the Workload review and AP Post-Audit instructions are received.

#### Between Term Appointments:

- Appointments must be Terminated between Term appointments if there is a break in service between Terms. (*Departments will be provided with Hiring instructions under the new Term appt.*)
- If a 9/9 Term Appointment will be reappointed under a new Term Appointment as 9/12, there is no break in service; new appointment attributes will be applied when the new Appointment/Workload is processed and Post-Audit instructions are received. No Termination should be processed.

## Department Actions:

- Review Lecturer appointments in **Job Data** and notify [ap-path@ucsb.edu](mailto:ap-path@ucsb.edu) if set up, including SWB during non-working quarters or summer, does not align with appointment paperwork.
- Request SWB over summer for 9/9 Continuing appointments via the **UCPath Certification Form** on [AP Folio](#).

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<sup>1</sup> Exception: as part of an appointment modification as determined by the AP Policy Analyst.

- When an employee is placed on SWB:
  - Inform Lecturers eligible for a benefit bridge that they may elect to continue health benefits by paying the full benefit premiums via direct billing statements from UCPC. Questions regarding direct billing should be directed to UCPC via the “Ask UCPath” button or calling 855-982-7284.
  - Identify any corrective pay action needed (due to system issues, late approvals/processing, etc.); initiating the *Over- or Missed-Pay* process with BFS, as needed.
  - Inform employees of what to expect (late pay, over payment, etc.) if corrective pay action is needed.
- Processing a **Termination Template** at the end of a Term appointment when there is a break in service between Terms and SWB is not applicable. See [Hiring and Termination - Lecturer Best Practices](#).

## Other Considerations:

### Using SWB to Mitigate Pay Impacts

Departments are responsible for reviewing Job Data, evaluating upcoming appointment changes, understanding pay and benefit impacts, and determining if there are timing or set up issues that may lead to negative pay impacts for an employee. When significant impacts are identified, departments can email [ap-path@ucsb.edu](mailto:ap-path@ucsb.edu) with situation details to request a review to determine if SWB can temporarily be leveraged to mitigate pay issues (e.g. avoid a significant overpayment due to delayed reappointment approvals).

### Lecturer Jobs with upcoming Expected Job End Dates:

Departments are responsible for monitoring jobs with **Expected Job End Dates** and taking appropriate action. Please refer to the “Academic Non-Student” section of the [End Date Monitoring](#) job aid for additional guidance.

### Jobs that Ended in Error:

#### Working in the Current Quarter:

- Process a *Rehire/Reinstatement* template. (Once the reinstatement is in Job Data, AP-Path will make data changes via PayPath based on appointment approvals, as needed.)
- Initiate *Missed Pay* with BFS, as needed.
- Initiate a Case with UCPC to ensure benefit reinstatement is prioritized by UCPC, as needed.

#### Working in a Future Quarter:

- Rehire the employee effective the start of the new working quarter once appointment approvals are received. *Do not use Rehire/Reinstatement with SWB due to benefits continuation and COBRA implications.*
- Changes to the position (e.g. FTE) based on appointment approvals must be input by AP-Path prior to departments initiating the Rehire template.