



Academic Researcher Unit

December 16, 2019



Background

- October 2018- UAW filed petition with PERB
- April 2019 established the unit
 - ~4100 employees systemwide, ~175 at UCSB (~65 non-rep)
 - Specialist, Project Scientist, and Researcher series
 - Supervisors or primary work site outside of state non-rep
- Ratified November 8, 2019
 - 2503 members voted, 98% in favor
 - 3 year contract through September 30, 2022
 - In effect now

Compensation

- New salary scales
 - "B" version replaces existing (e.g. Table 13 is now Table 13B)
 - Effect January 1, 2020 (January 12, 2020 for non-exempt)
 - Maintain UCSB minimum rates
 - Smoothing of the general campus Specialist & Project Scientist scales
 - Asst Res I available to use
- Range adjustments
 - **Jan. 1/Jan. 12:** 4% Specialists, Project Scientists, 4.5% Researchers
 - UCPATH freeze second week of January- details to follow via email announcement
 - July 1, 2020: 3%
 - July 1, 2021: 3%
 - July 1, 2022: 3%
- Off-scale components
 - No changes to campus policy or procedure

Appointment letters

- New requirements for content of appointment and reappointment letters
 - Work location
 - Benefits summary
 - Brief description of research project
 - Supervisor's name
 - Links to collective bargaining agreement and campus procedures for advancement
- Academic Personnel will continue to issue letters
 - Department will need to provide some additional info via appointment case upload screen

Appointments & reappointments

- Work effort must equal appointment percentage
- Determine represented or non-represented
- Initial appointment of at least one year
 - Provided there is work, programmatic need, and appropriate funding
 - If shorter than one year must specifically identify and document the reason
- Reappointment
 - If before first review, must be for at least one year
 - If after the first (post contract) merit review, must be for at least normative time between reviews.
 - Can be longer to sync up with merit review dates
 - No exceptions for work, programmatic need or appropriate funding
 - If need to end prior to end date, layoff process

Scenario 1

- Assistant Project Scientist II
 - Initial appointment 12/5/19-12/4/20
 - Reappointment 12/5/20-12/4/21
 - Merit review 7/1/21
 - Reappointment 12/5/21 [must be for at least 2 years] -12/4/23 or to 6/30/24 to sync with merit review
- Variation 1:
 - Initial appointment 12/5/19-6/30/21
 - Merit review and reappointment 7/1/21-6/30/23

▀ Variation 2

- ▀ Initial appointment 12/5/19-12/4/20
- ▀ Reappointment 12/5/20-12/4/21
- ▀ **Defers review 7/1/21**
- ▀ Reappointment 12/5/21 -12/4/22
- ▀ Merit 7/1/22
- ▀ Reappointment 12/5/22 [must be for at least 2 years] -12/4/24 or to 6/30/25 to sync with merit review

Scenario 2

▀ Associate Researcher I

- ▀ Funding is only awarded for five months
- ▀ Initial appointment 1/1/20-5/31/20
- ▀ New funding is secured for six more months
- ▀ Reappointment 6/1/20-5/31/21 (must be for one year because reappointment)
- ▀ If new funding does not come through for 6/1/20, begin layoff process in April 2020.
- ▀ If new funding is secured, no action until 5/31/21. Reappoint 6/1/21-5/31/22
- ▀ Merit 7/1/21
- ▀ Reappoint 6/1/22-5/31/24 [or longer]

Layoff and reduction in time

- Initiated due to lack of work, lack of appropriate funding, change in programmatic need in the department/unit.
- 45-day notice required
- Approval authority remains the same (AVC for AP), but process will change slightly to involve LR and union notification
- Layoff is not the same as SWB or change to WOS
 - Non-PI: layoff is only option if there is no funding
 - PI: case by case basis. When funding gaps, etc. PI may choose to not work (SWB) or work without pay (change to WOS job)
- Can reappoint at lower % (not a reduction in time)

Advancement process

- No change to advancement criteria or normative time at rank/step.
- No change to most processes
- Notification of review
 - Must notify of eligibility at least six weeks in advance of materials due dates
 - List of materials and how to submit
 - Dues date
 - Link to MOU article and Red Binder
 - Effective date of the action
 - Sample notification letter will be posted in toolkit

Advancements cont.

- Deferrals
 - Employee must request in writing
 - Will be added to AP Folio case processing module
 - If granted, written acknowledgement
 - No review due to appointment ending, must notify AP
- If not awarded an increase, must get a written explanation. Will add to the decision letter if no-change decision
- Safeguard statement will be updated to reflect references to MOU

Odds and ends

- Work authorization paperwork
 - Required to "process work authorization paperwork promptly"
 - Only applies to reappointments
 - Not responsible for delays with external agencies or on the part of the employee
 - Remedy would be pay lost during period of no work eligibility
- Out of unit movement
 - Movement from non-supervisory to supervisory the most likely reason
 - Not required if movement to a new job via an open search
 - Must coordinate with LR/APO to assure appropriate process and notices

More odds and ends

- Corrective Action and Dismissal
 - Process is largely unchanged but LR will now be involved along with APO
- Can use accrued sick leave for baby bonding
- Requests for intermittent parental leave of less than 2 weeks not to be unreasonably denied
- Union Security: University not responsible for membership election form. University will refer union-related inquiries to the union
- Union Access to New Employees: attendance of a union orientation is mandatory and paid time.

Standard Provisions and Legal Articles

- | | |
|--------------------------------|-------------------|
| ■ Grievance & Arbitration | ■ Personnel Files |
| ■ Non-Discrimination | ■ Parking |
| ■ No Strikes | ■ Training |
| ■ Management & Academic Rights | ■ Travel |
| ■ Health and Safety | ■ Waiver |
| ■ Holidays | ■ Past Practice |
| | ■ Severability |

Non-Represented Academic Researcher

- ▶ Still governed by APM, not MOU
- ▶ Best practice will be to treat both groups the same to the extent appropriate
 - ▶ Offer letters will look the same except link to UAW site
 - ▶ Advise all of advancement eligibility and process six weeks before deadline
 - ▶ Appointment/reappointment terms at contractual limits
 - ▶ Review deferral requires written request

Visiting titles

- ▶ Non-represented
- ▶ Addition of use with Specialist series
- ▶ Must be "true visitors":
- ▶ ~~Either has held, is on leave from, or is retired from an academic or research position at another educational institution; or whose research, creative activities or professional achievement makes a visiting appointment appropriate.~~
- ▶ Short term not on leave from elsewhere must be in regular series and requires an open search.

Next steps

- ▶ December
 - ▶ Training; presentation posted to AP website
 - ▶ New salary scales posted
 - ▶ MOU in effect
- ▶ January
 - ▶ Range adjustment
 - ▶ OP issues finalized contract
 - ▶ Updated appointment upload screen in AP Folio
 - ▶ Update safeguard statement for advancement cases
 - ▶ New "defer" option in AP Folio for 7/1/20 actions
 - ▶ Red Binder draft updates out for review

Resources

- ▶ AP Website
 - ▶ UCSB version of salary scales
 - ▶ Toolkit (Resources for Departmental Analysts/Research Appointments/Represented Employees)
 - ▶ Link to Contract (Policies and Procedures/Collective Bargaining Agreements/Academic Research Unit)
 - ▶ Red Binder; updates in process for finalization in January
- ▶ Contacts
 - ▶ Joanna Kettmann, Academic Personnel, Joanna.Kettmann@ucsb.edu x5048
 - ▶ Orlanda Welch, Labor Relations, Orlanda.Welch@hr.ucsb.edu x7302