Managing Summer Session Academic Employees

May 23, 2017
Spring to Summer Transition Scenarios

- Regular rank or Unit 18 Continuing Appt
  - Scenario: Faculty REG appt ongoing 9/12 and SUMS appointment
  - Group A, BELI 1
    - No action needed by home dept or SUMS
      - Regular appt is continuous
      - SUMS appt has no benefits impact regardless of SUMS appt start date
Visiting Faculty, Unit 18 Pre-6 Lecturer

Scenario 1: Faculty REG appt ends 6/30 and **OVERLAPS** with SUMS appointment

- **Group A, BELI 1, 2 or 3**
  - Home dept does not separate, SUMS changes BELI to 4 before 7/1 pay compute date as there is an overlap in employment dates

- **Group A, BELI 4**
  - Home department does not separate as there is an overlap in employment dates
Spring to Summer Transition Scenarios (cont’d)

► Visiting Faculty, Unit 18 Pre-6 Lecturer
  ► *Scenario 2*: Faculty REG appt ends 6/30, **GAP of 4 weeks or less** of inactivity until start of SUMS appt
    ► Group A, BELI 1, 2 or 3
      ► Home dept does not separate
      ► SUMS changes BELI to 4 before 7/1 "Pay Compute" date
    ► Group A, BELI 4
      ► No action needed by home dept
New concept: *Short work break*

- Short work break (SWB): allows hiring units to suspend pay status for certain titles over the summer or between appointments under limited, specific circumstances
  - SWB will be introduced with UC Path

- Visiting Faculty or Unit 18 Pre-6 Lecturers: must be an approved appointment in place to which they will return, otherwise must separate

- ASEs: SWB only to be used when there is intent to return to student employment at the end of the SWB
Visiting Faculty, Unit 18 Pre-6 Lecturer

Scenario 3: Faculty REG appt ends 6/30, GAP is greater than 4 weeks of inactivity until start of SUMS appt

- This is considered a "short work break"

- Group A, BELI 1, 2, 3 or 4

- SUMS enters BELI 5 before 7/1 pay compute date; SUMS changes BELI to 4 effective start of SUMS appt; notifies employee of PIE. Home dept to reassess BELI at time of reappointment
Spring to Summer Transition Scenarios (cont’d)

- Academic Student Employees (ASE)
  - Scenario 1: ASE REG appt ends 6/30, OVERLAPS summer appointment
    - Group B, BELI 5
    - No action needed by home dept
Spring to Summer Transition Scenarios (cont’d)

- Academic Student Employees (ASE)
  - Scenario 2: ASE REG appt ends 6/30; **GAP** between end of spring appt and SUMS appt
  - Group B, BELI 5
    - Gap is considered a "short work break"
    - No need for the home department to separate between Spring and Summer appointments because no benefits cost is incurred by dept
Spring to Summer Transition Scenarios (cont’d)

- **Academic Student Employees (ASE)**
  - **Scenario 3:** ASE Spring REG appt ends 6/30; ASE has SUMS and GSR appts, collectively at 100% employment for 3 months
  - **Group B, BELI 5**
    - Last department to enter appointment must make benefits assessment and enter appropriate BELI (e.g., 100% employment for 3 months = BELI 4)
Summer Start Scenarios

- Newly recruited faculty or Visiting Academic Appointee
  - **Scenario:** Faculty REG 9/12 appointment with a 7/1 start day and a summer appointment
  - Group A, BELI 1, 2, or 3 (for REG appointment)
    - If summer appointment starts **before July 1**, then SUMS enters new hire bundle first with a BELI of 5; home department enters REG appointment and changes BELI to appropriate level
    - If summer appointment starts **after July 1**, then home department enters new hire bundle first with appropriate Group A BELI
Recall Faculty

- **Scenario**: Summer-only teaching appointment
- Group B, BELI 5
  - If *without* underlying WOS emeritus appointment, SUMS to separate after final payout
- Group A, BELI 5
  - If *with* underlying WOS emeritus appointment, SUMS doesn't separate
Summer Start Scenarios (cont’d)

- Visiting Faculty or Lecturer
  - Scenario 1: Summer-only teaching appointment--no previous employment
    - Group B, BELI 4 or 5
      - SUMS to separate after end of appointment if no other appointment seen in PPS
  - Scenario 2: Summer-only teaching appointment with previous employment and break in service of less than 26 weeks.
    - Group A, BELI 1, 2, 3, or 4
      - SUMS appointment entered with a Group B, BELI 4; notifies employee of PIE; separates at end of appointment if no other appointment seen in PPS
Summer to Fall Transition Scenario

- 9/9 Faculty Unit 18 Pre-6 Lecturer
  - **Scenario:** Faculty has initial summer teaching appointment and home department intends to hire on 9/9 basis; GAP between end of summer appointment and 10/1 start is a "short work break"
  - Group B, BELI 4 or 5
    - SUMS does not need to separate but changes BELI to 5 (if needed)
    - Home department enters REG appointment with appropriate Group A BELI level
Resources for HR Benefits & Summer Sessions:

- **HR Benefits**
  - Tami Schmittgen, x4752, tami.schmittgen@hr.ucsb.edu
    HR Benefits Supervisor
  - Lisa Romero, x5163, lisa.romero@hr.ucsb.edu
    HR Benefits Manager

- **Summer Sessions**
  - Jennifer Blakemore, x7207, j.blakemore@summer.ucsb.edu
    Summer Sessions Analyst
  - Denise Belanger, x7873, d.belanger@summer.ucsb.edu
    Summer Sessions Senior Analyst
Resources for Academic Employees Policies:

- **Academic Personnel Office**
  - Helly Kwee - MLPS, Engineering, ORUs, Bren
    - x5428, helly.kwee@ucsb.edu
  - Karen Moreno - Soc Sci, Acad Programs, Creative Studies, Educ, HFA
    - x5429, karen.moreno@ucsb.edu
  - Billy Ko - Post Docs, GSRs, academic student titles, Asst. & Jr. Specialists
    - x4441, billy.ko@ucsb.edu
  - Andrea Dittman - Intercampus Transfers, PPS, General questions
    - x3445, andrea.dittman@ucsb.edu
  - June Betancourt - Assoc. Director  x5728, june.betancourt@ucsb.edu
  - Cindy Doherty - Director  x8332, cindy.Doherty@ucsb.edu