

# 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

# Spring to Summer Transition Scenarios (cont'd)

- ▶ 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

# Spring to Summer Transition Scenarios (cont'd)

- ▶ 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

# Summer Start Scenarios (cont'd)

## ▶ 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](mailto:tami.schmittgen@hr.ucsb.edu)  
HR Benefits Supervisor

▶ Lisa Romero, x5163, [lisa.romero@hr.ucsb.edu](mailto:lisa.romero@hr.ucsb.edu)  
HR Benefits Manager

## ▶ Summer Sessions

▶ Jennifer Blakemore, x7207, [j.blakemore@summer.ucsb.edu](mailto:j.blakemore@summer.ucsb.edu)  
Summer Sessions Analyst

▶ Denise Belanger, x7873, [d.belanger@summer.ucsb.edu](mailto: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](mailto:helly.kwee@ucsb.edu)

▶ Karen Moreno - Soc Sci, Acad Programs, Creative Studies, Educ, HFA

▶ x5429, [karen.moreno@ucsb.edu](mailto:karen.moreno@ucsb.edu)

▶ Billy Ko - Post Docs, GSRs, academic student titles, Asst. & Jr. Specialists

▶ x4441, [billy.ko@ucsb.edu](mailto:billy.ko@ucsb.edu)

▶ Andrea Dittman - Intercampus Transfers, PPS, General questions

▶ x3445, [andrea.dittman@ucsb.edu](mailto:andrea.dittman@ucsb.edu)

▶ June Betancourt - Assoc. Director      x5728, [june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu)

▶ Cindy Doherty - Director      x8332, [cindy.Doherty@ucsb.edu](mailto:cindy.Doherty@ucsb.edu)