

**UCSB GUIDELINES FOR
POLICY AND CONTRACT CHANGES—
EMPLOYMENT LOOK FORWARD**

POLICY¹	INTERPRETATIVE GUIDELINES
<p>Limited to Career Conversion</p> <p>Staff Policy 3.A Definitions (Types of Appointment): ...a limited appointment shall be designated as a career appointment when the incumbent has attained 1,000 hours of qualifying service in any 12 consecutive months without a break in service of at least 120 consecutive calendar days. Qualifying service includes all time on pay status in one or more limited appointments. On-call and overtime hours shall not be included as pay status hours when computing qualifying service.</p> <p>NOTE: Local Human Resource Departments should be consulted regarding applicability to Clerical, Health Care Professionals, Research Professionals, and local Skilled Crafts bargaining units.</p>	<p>Rolling 12-month Period</p> <p>A rolling 12-month period is any consecutive 12 calendar months (starting 1/1/01 or later) with the oldest month dropping off as the new month is added. Consequently, after 1/1/01, hours will never revert back to zero unless there is a break in service of 120 days or longer.</p> <p>Qualifying Time</p> <p>Qualifying Time on pay status includes regular time worked, compensatory time off, sick leave, extended sick leave, vacation, holidays, paid jury duty, administrative and military leaves with pay.</p> <p>All qualifying time in all limited appointments at a location counts, regardless of whether the limited appointment is covered by a collective bargaining agreement or Personnel Policies for Staff Members (PPSM). For the purpose of this policy, medical centers are not separate locations.</p> <p>Time on pay status in casual appointments prior to 1/1/01 is not qualifying time for the purpose of converting a limited appointment to a career appointment.</p>
	<p>Converting Limited Appointments to Career Appointments</p> <p>The EDB appointment type must be changed from 3 to 2, effective on the first day of the month following attainment of the 1,000-hour threshold. In addition, the following issues need to be considered:</p>

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	<ul style="list-style-type: none"> - The new career appointment salary is normally the employee's current salary, subject to campus salary-setting procedures. - The percent of time for the new career appointment needs to be consistent with the effort expended (I.e., time on pay status) for the limited appointment that is being converted to a career appointment. An appointment percent of time that is not raised to meet effort must be justified by a legitimate business rationale, e.g., the employee temporarily assumed additional duties of an employee on medical leave. - The cost of benefits may be pro-rated among several employing departments if the employee holds multiple limited appointments that are converted to career appointments.
<p>Staff Policy 20.C Waiver of Recruitment: For a filled limited appointment to be designated as a career appointment, recruitment, referral, and selection procedures shall normally be followed unless the position is to be filled by an incumbent who has been recruited as though the position were career.</p>	<p>Open Recruitment and Waivers</p> <p>Campuses are encouraged to use open recruitment for limited appointments that are expected to exceed five months in duration, especially if the position being filled is within a job group for which minorities or women are underutilized and for which there is an affirmative action goal established by the local affirmative action office.</p> <p>Campus procedures specify the criteria for waiving recruitment consistent with equal opportunity and affirmative action objectives.</p>
<p>Staff Policy 22.B Limited and Per Diem Employees (Probationary Period): An employee who is required to serve a probationary period and who has</p>	<p>Probationary Period Credit</p> <p>The probationary period credit is not a substitute for the required 6-month probationary period; instead it shortens the probationary period that must be served as a career employee and is calculated as</p>

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<p>worked in a limited appointment immediately preceding the career appointment shall have up to 1,000 hours on pay status, exclusive of on-call and overtime hours, credited toward completion of the probationary period, provided that the credited time was served in the same position and with the same supervisor that the employee had immediately prior to the career appointment.</p>	<p>follows for employees who work the same number of hours a day (not including overtime or on-call hours):</p> <ul style="list-style-type: none"> - Determined how many hours on pay status in the limited appointment are eligible for the credit; - Convert the probationary period credit to work days (i.e., probationary period credit expressed in hours divided by the employee's standard workday expressed in hours); - Determine the end date of the probationary period without the credit; and - Using the credit as expressed in work days, count backwards from the end date of the six-month probationary period to determine the end date of the probationary period with the credit. <p>EXAMPLE: Employee holds (1) limited appointment A from 3/1/01 through 6/30/01 for a total of 475 hours on pay status and (2) limited appointment B from 7/1/01 through 10/30/01 for a total of 525 hours on pay status. The employee is converted to career appointment, effective 11/1/01. The employee is eligible for probationary period credit of 525 hours since the supervisor and job held in appointment B are the same as the supervisory and job for the new career appointment. The employee's normal work schedule in appointment B was 5 hours a day. The following steps should be followed to determine the probationary period end date:</p> <ol style="list-style-type: none"> (1) The employee is eligible for a 525 hour credit. (2) The 525 hour credit is equal to a credit of 105 workdays (525 divided by 5).

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	<p>(3) The 6-month probationary period without the credit would end on 4/30/01.</p> <p>(4) Counting 105 workdays backwards from 4/30/02, the employee's probationary period with the credit would end on 11/30/01.</p>
Appointments Expected to Exceed 1,000 Hours But Less Than 1 Year	<p>Temporary staffing needs will require careful monitoring. There are a number of options that may be utilized when there is a need to fill a temporary position that is expected to continue beyond 1,000 hours but less than one year. The following options may be utilized as appropriate:</p> <ul style="list-style-type: none">- Contract appointments (for employees covered by PPSM)²;- Job sharing;- Two consecutive full-time limited appointments held by two different employees for shorter periods of time. <p>If none of the above alternatives are feasible, the appointment would need to be established as a limited appointment; however, the appointment would convert to a career appointment after the incumbent has been on pay status for 1,000 hours in a 12-month period without a break in service of at least 120 consecutive days.</p>

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² Hours will be counted in contract appointments for the purpose of determining UCRP eligibility, but not for the purpose of determining eligibility for conversion to a career appointment.