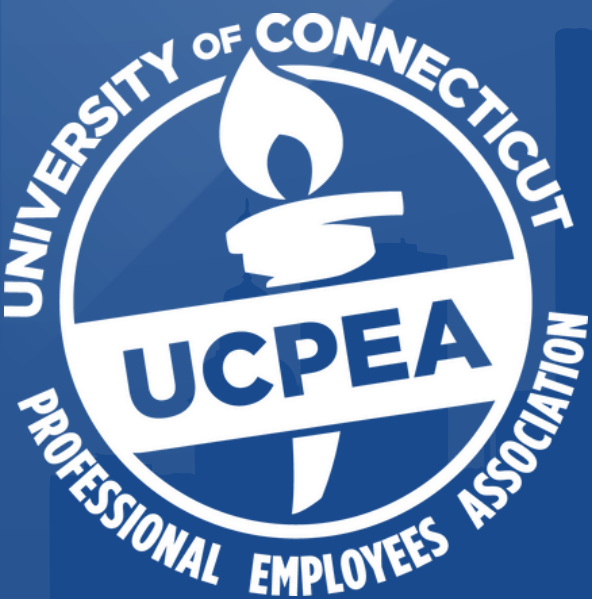


UCPEA COMPENSATION REVIEW

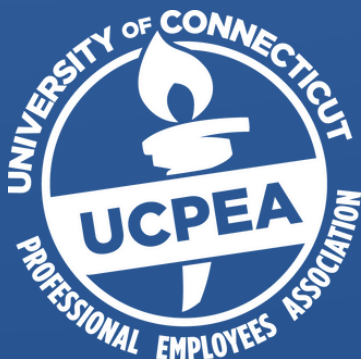
Presented by: UCPEA Professional
Issues Committee and Membership
Services Committee



AGENDA



- **Introduction**
- **Reclassification**
- **Career Progression**
- **Temporary Salary Increase**
- **Compensatory Time**
- **Review Game (if time allows)**

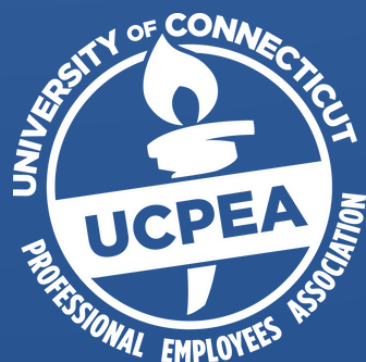


INTRODUCTION

Goals for today:

- Know when to use each option
- Identify differences between options
- Learn how to advocate for yourself
- Know what to do if you are denied
- Discover where to look for more resources

But first...



RECLASSIFICATION

AT A GLANCE:



They don't pay
you enough to do
all this!



Change(s) in Work for Employee:

A majority of the job duties and responsibilities must have changed to a degree that the existing classification does not appropriately describe the work being done.



Financial Impact on Employee:

Upon successful reclassification, an UCPEA employee shall receive a permanent salary increase between 2-10% determined by HR.

RECLASSIFICATION

REQUIREMENTS

- 01 Employees must have been consistently performing the changed duties for at least two months.
- 02 Employees may not request a reclass during their first year in their current position or within a year of a prior reclassification.
- 03 Employees are required to identify a specific event that triggered the change in their regular job duties resulting in them performing higher level work.

EXAMPLES

- 01 Chloe, a P4 Program Administrator retires. Her co-worker, Sam, a P3 Program Coordinator, ends up taking on her job duties as she is not being replaced. Sam is now doing HIGHER LEVEL work, and after 2 months, Sam submits a reclass request to his supervisor and HR.
- 02 Sophia, a P2 Lab Tech 1, is told by her department head that a new policy was implemented and she will be required to review lab manuals and perform tests and analyses of current experimental methods on a regular basis. These additional duties align Sophia's position more towards a P3 Lab Tech 2 than her original position.

CAREER PROGRESSION

AT A GLANCE:



You are getting
so much better
at doing this!



Change(s) in Work for Employee:

There are no significant changes in the work being done by the employee, but they are simply improving at the work they already do.



Financial Impact on Employee:

Proficient → Advanced: \$1,000 added to base salary.

Advanced → Expert: \$1,500 added to base salary.

CAREER PROGRESSION DEFINITIONS

PROGRESSION RANKS:

Employees can apply to progress through three ranks:

Proficient → **Advanced** → **Expert**

Employees progress through the three ranks by demonstrating their level of competency in their position related to the job specification and/or specific discipline for the position.

FRAMEWORK:

Supervisors will develop a Career Progression Framework that will outline the required behaviors, capabilities, understanding, and/or expertise for each competency at each rank for the employee's position.

The Framework will provide a competency statement for each rank, and provide a **clear path of progression between ranks** in that position.

COMPETENCIES:

Competencies are the **behaviors, capabilities, understanding, and expertise** that contribute to professional growth and development within a position. Supervisors will select **5 competencies** for each framework related to the job specification.

HR has developed broad definitions of each competency and measurable and observable statements for each across all three ranks.

CAREER PROGRESSION PROCESS

01

Employees must be in their current position for at least **1 year** to apply for **Advanced**, and must be at the Advanced rank for at least **2 years** to apply for **Expert**.

02

The Career Progression program has two application periods per year when employees can submit for progression:

- **March 1st - March 31st**
- **September 1st - September 30th**

03

Employees must list the competencies on their Framework and provide a justification for how they achieved the specified rank for each competency.

Supervisors will review and confirm the information provided by the employee.

TEMPORARY SALARY INCREASES

AT A GLANCE:



Change(s) in Work for Employee:

An employee performs their original job duties and temporarily takes on **higher level work** for a **temporary** period of time, after which they stop performing the additional duties.



Financial Impact on Employee:

Employees shall receive an increase to their salary **during the active period** of the TSI for the duration of their additional duties. Their salary returns to normal after this period.

TEMPORARY SALARY INCREASES

DETAILS

01

Employees must provide a **detailed reason** for the TSI (i.e. to cover for someone on a leave of absence, to fill a vacancy during a search, etc.), and the **higher level duties** the employee will be performing.

02

Employees approved for a TSI will have their full-time annual salary increased by **2-10%**.

03

TSIs are processed as **ANNUAL** changes, so for example, if you receive a \$5,000 TSI for 6 months, you'll only actually receive additional \$2,500.

EXAMPLES

01

Betty, an office manager, retired and a full-search was posted to find her replacement. In the interim, James, one of the greenhouse assistants, had to take on the manager-level duties Betty used to do until the new manager is hired. James is eligible for a TSI for the time between Betty's retirement and her replacement's hire date.

02

Dorothea, a Library Assistant, was asked to cover the duties of her supervisor, Marjorie, a Librarian, while she was out on maternity leave. Dorothea is able to request a TSI during Marjorie's leave.

COMPENSATORY TIME

AT A GLANCE:



Thanks for working late
to put the final touches
on this presentation
tomorrow!



Change(s) in Work for Employee:

An employee performs their original job duties and temporarily takes on **higher volume of work** and works beyond their 35 hours/week for a **temporary** period of time.



Financial Impact on Employee:

FLSA Non-Exempt employees may receive up to 5 hours of extra pay.
FLSA Exempt employees **receive compensatory time** they may use to take time off at a future date.

COMPENSATORY TIME

NON-EXEMPT:

Non-Exempt members shall be paid their regular rate of pay for each hour worked **up to 40 hours** in a workweek. They will receive compensatory time for hours worked in excess of 40 hours in a workweek at a rate of one and one-half hours for each hour for which overtime compensation is required by FLSA.

When an employee's comp time earned reaches a total of **240 hours**, they shall be paid for additional hours earned.

Upon termination of employment, for any reason, employees shall be paid out for any unused comp time.

EXEMPT: (MOST COMMON)

Exempt employees must **flex the first 5 hours** worked through a reduction in their schedule within the same pay period if their supervisor requires them to work beyond their regularly-scheduled workweek.

If business needs do not allow a reduction in the same pay period, or if the hours worked exceeds 5 hours in a pay period, the first supervisor outside the bargaining unit may authorize the employee to **accrue comp time for the amount of hours they were unable to flex**.



ON CALL:

Employees required to be available for call and in order to respond their **travel is restricted** shall receive comp time equal to 25% of the time they are required to be on call (ex. 12 hours on call = 3 hours of comp time earned).

Employees required to be on call with **no restrictions to travel** in order to respond shall receive comp time equal to 10% of the time they are on call.

COMPENSATORY TIME

EXAMPLES

01

Cassandra is an event coordinator at the Student Union. She is working on a huge annual event that takes place next week and there is a lot of work to be done before the event happens. She still needs to complete her day-to-day tasks on top of the time-sensitive event tasks, so her **supervisor asks her if she'll stay late** the days leading up to the event to finalize everything. She **can't flex her time** because she needs to meet other deadlines, so her supervisor approves her request for comp time for the extra **time worked over 35 hours per week**.

02

Peter works in a chemistry lab and his coworker is on vacation, so Peter's supervisor asks if he will cover her duties temporarily until she comes back from vacation in addition to his regular job duties. He can't flex his time, but agrees to work longer hours to cover all the work for him and his coworker, and his supervisor approves comp time for any ad

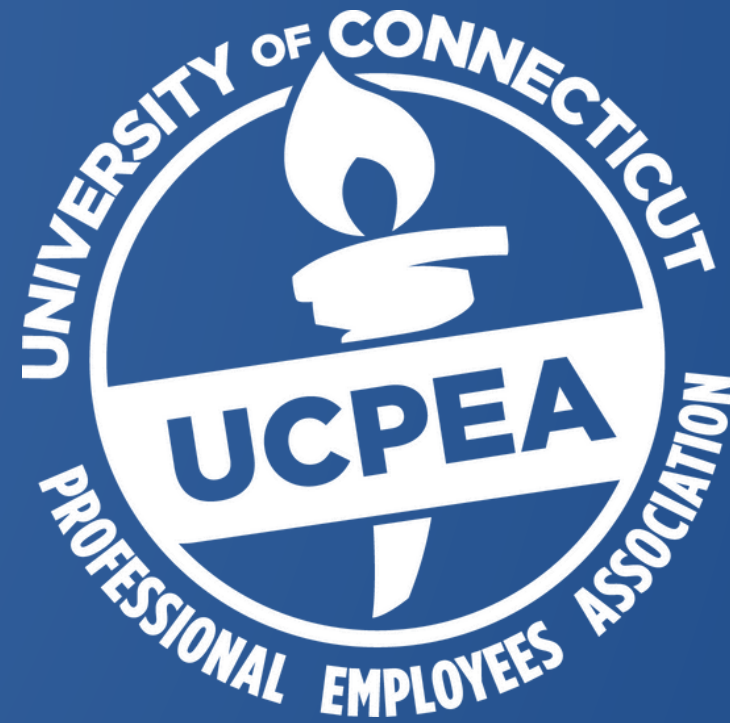
COMPARE AT A GLANCE:

	Reclassification	Career Progression	Temporary Salary Increase	Compensatory Time
Higher VOLUME of work				✓
Higher LEVEL of work	✓		✓	
Temporary			✓	✓
Permanent	✓	✓		
Improvement in Role		✓		



RESOURCES & GETTING INVOLVED

Hiring Practices Committee
Professional Issues Committee
Grievance Committee
UCPEA Office



THANK YOU!



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