



# Career Tracks Manager Tool Kit

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# EMPLOYEE NOTIFICATION LETTER

## Sample Content of Basic Letter:

TO: Employee, Dept  
FR: Human Resources

## RE: Transition to Career Tracks

The University of California system is adopting a new classification framework which is being implemented at all UC campuses for **Policy Covered** (non-represented) staff positions. The framework is called Career Tracks, and it offers a standard set of job families and functions designed to clearly and accurately represent the roles and responsibilities of staff positions across the system. This will allow employees to understand the essential responsibilities as well as the knowledge, skills, and abilities required of positions to better equip individuals to develop their careers at UC. To help you understand this change, we have provided details specific to your position in this letter and the attached information sheet which includes a schedule of upcoming drop in sessions where you can get your specific questions answered. In addition, there is a Career Tracks website that offers additional information regarding the Career Tracks job framework. Please visit: <https://www.hr.ucsb.edu/compensation/career-tracks>.

Your position will transition into the new Career Tracks framework where your payroll title, salary grade, and salary range will change in the payroll system as shown in the chart below. *This will not affect your current job responsibilities, your working title, or your base pay.* These changes are being implemented following a thorough review by Human Resources and your manager, and are based on the most recent job description on file. These changes are effective May 6, 2018 if you are paid biweekly, or May 1, 2018 if you are paid monthly.

YOUR CLASSIFICATION PROFILE		
	Current	Career Tracks
<b>Payroll Title</b>	(Title Code) Title	(Title Code) Title
<b>FLSA Exemption Status</b>	FLSA	FLSA
<b>Personnel Program</b>	XXX	XXX
<b>Salary Grade</b>	##	##
<b>Salary Range Min; Mid; Max</b>	\$XX,XXX; \$XX,XXX; \$XX,XXX	\$XX,XXX; \$XX,XXX; \$XX,XXX

Career Tracks is part of the UC's ongoing commitment to provide clear, current and transparent classification resources to campus that allow employees to plan for their ongoing career development. We recognize that your contributions continue to make UCSB a great place, and we appreciate all that you do to make our campus better every day.

If you have any questions, please discuss with your supervisor or plan to attend any of the Employee Drop in Sessions listed on the Employee Information Sheet to consult with the Compensation Analysts.

Cc: Personnel File  
Manager

# EMPLOYEE INFORMATION SHEET

## SAMPLE EMPLOYEE INFORMATION SHEET:

### Employee Information Sheet

Change to a Career Tracks Payroll Title

#### Definitions

- **Fair Labor Standards Act (FLSA)** is a Federal law which sets out various labor regulations, including whether employees are exempt or non-exempt from FLSA overtime regulations. The UC system-wide Compensation Office, in compliance with the legal requirements of the FLSA, establishes the overall FLSA exemption status for jobs. (University of California – Policy PPSM-30: Compensation)
- **Personnel Program** refers to the two tiers of employees at University of California.
  - **Managers & Senior Professionals (MSP)** positions provide leadership, professional expertise and accountability at the highest levels to major organizational units or programs. They identify objectives, direct programs, manage resources, formulate strategy, and function with a high degree of autonomy.
  - **Professionals & Support Staff (PSS)** positions provide administrative, professional, technical, and operational support through independent judgment, analytical skill, and professional or technical expertise. Or, are responsible for providing clerical, administrative, technical, service and maintenance support.

#### Reconsideration Period

- If you believe your position better aligns with a different Career Tracks title, there is a period of reconsideration. Please consult with your manager to determine if there is new information to submit to Human Resources to support reconsideration of the original title assigned.
- General reconsideration requests will be considered through November 30, 2018. Effective dates for any approved changes may vary based on individual circumstances and policy parameters.
- Requests for classification beyond this period will follow the normal, ongoing classification review process as described on our classification web page (<https://www.hr.ucsb.edu/compensation/classification>).

#### Employee Training

Employee trainings were offered in April. If you were unable to attend, or would like to review the training, please visit <https://www.hr.ucsb.edu/compensation/career-tracks/presentationstraining> and follow the link for *Career Tracks (CT) Employee Training*.

#### Employee Drop-In Sessions

The following sessions allow you to meet with the Compensation team to ask questions regarding Career Tracks.

Date	Time	Location
Monday, 5/21/18	1:00-3:00 pm	HR Learning Center
Tuesday, 5/22/18	10:00 am-12:00 pm	HR Learning Center
Thursday, 5/24/18	1:00-3:00 pm	HR Learning Center
Friday, 5/25/18	10:00 am-12:00 pm	HR Learning Center
Tuesday, 5/29/18	10:00 am-12:00 pm	HR Learning Center
Tuesday, 5/29/18	2:30-4:00 pm	HR Learning Center

# PERSONNEL PROGRAM CHANGES

## Personnel Program

- Personnel Program refers to the two tiers of employees at University of California:
  - **Managers & Senior Professionals (MSP)** positions provide leadership, professional expertise and accountability at the highest levels to major organizational units or programs. They identify objectives, direct programs, manage resources, formulate strategy, and function with a high degree of autonomy.
  - **Professionals & Support Staff (PSS)** positions provide administrative, professional, technical, and operational support through independent judgment, analytical skill, and professional or technical expertise. Or, are responsible for providing clerical, administrative, technical, service and maintenance support.

## Positions moving from PSS to MSP:

### Policy Provisions

- Position will now be governed by the provisions as outlined in PPSM specific to MSP employees (e.g. PPSM 64-Termination and Job Abandonment). Policies applicable to PSS employees (such as PPSM 60-Layoff and Reduction in time and PPSM 62-Corrective Action) no longer apply.

### Vacation Accrual

- Employee may receive a new Vacation Accrual Rate, dependent upon their years of service:
  - less than 5 = 18 days annually
  - 5 but less than 10 = 21 days annually
  - 10 or more = 24 days annually

### Parking Permit

- You are eligible for an "A" permit. Please visit Parking & Transportation Services for more information.

## Positions moving from MSP to PSS (MSP Grandfathered):

### Policy Provisions

- The Office of the President, in conjunction with UCSB Human Resources, are in agreement to minimize the impact of the change in the personnel program by "grandfathering" positions in the MSP program for the duration of the appointment, as an exception to the Personnel Policies for Staff Members (PPSM). Positions will continue to be governed by the provisions in PPSM specific to MSP employees, and would continue to be subject to future changes to PPSM that might alter the MSP program or the continued eligibility for "grandfathering."

### Vacation Accrual

Employees will continue to accrue vacation leave as defined in PPSM for MSP positions.

- less than 5 = 18 days annually
- 5 but less than 10 = 21 days annually
- 10 or more = 24 days annually

### Parking Permit

- Employee will continue to be eligible for the "A" parking permit, for as long as they continue in the title.

# FLSA STATUS CHANGES – Non-Exempt to Exempt

*Effective July 1, 2018 (MO & BW)*

## FLSA Definition

- **Fair Labor Standards Act (FLSA)** is a Federal law which sets out various labor regulations, including whether employees are exempt or non-exempt from FLSA overtime regulations. The UC system-wide Compensation Office, in compliance with the legal requirements of the FLSA, establishes the overall FLSA exemption status for jobs. (University of California – Policy PPSM-30: Compensation)
  - **Non-exempt** employees are employees who, based on the duties performed and the manner of compensation, are required to account for time worked and sick leave, vacation, and other leave on an hourly and fractional hourly basis. The FLSA requires that these employees be paid overtime at the premium (time-and-one-half) for actual time worked in excess of 40 hours per week.
  - **Exempt** employees customarily and regularly exercise discretion and independent judgment on matters of significance in the performance of their duties. They are exempt from the FLSA minimum wage and overtime provisions. Exempt employees are paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of the hours worked. They do not receive premium overtime, straight overtime or compensatory time for working more than 40 hours in a work week.

## Pay Frequency

- Employee will move from a bi-weekly pay frequency to a monthly pay frequency.

## Pay Rate

- Employee's hourly pay rate will be converted to a monthly salary by multiplying their hourly rate by 174 hours (the average number of working hours in a month). For example, if their hourly rate is \$25/hour, their monthly salary will be \$4,350 (\$25 x 174 hours) beginning July 1, 2018.

## Time-Keeping

- As an exempt employee, they are no longer required to record daily hours worked on their timecard, effective July 1, 2018.
- Employee will start recording use of vacation and sick leave in full-day increments. Absences of less than a day (e.g., doctor or school appointments) do not offset accrued leave time or salary beginning July 1, 2018. (Please refer to PPSM 2.210 for exceptions under FMLA.)

## Overtime

- Employee will no longer be eligible to earn overtime, ancillary pay, or accrue compensatory time effective July 1, 2018.

## Compensatory Time Off

- Employee may use their accrued compensatory time off before June 30, 2018. After that date, any remaining accrued compensatory time must be paid out by the department by August 1, 2018 (<https://www.hr.ucsb.edu/compensation/compensation/hours-workovertime-guidelines>).

## Transition Assistance – Vacation Accrual Cash Out

- To minimize any potential financial hardship that may occur with a change in pay frequency, eligible employees can request up to 80 hours of accrued vacation time to be cashed out.
- Vacation Accrual Cash Out program details and request forms are attached.

## Pay Check Timelines – Bi-weekly to Monthly Pay Frequency

- Last bi-weekly pay check: July 11, 2018
- Monthly pay cycle effective date: July 1, 2018
- First monthly pay check: August 1, 2018
- Vacation Cash Out date (if elected): July 11, 2018

# FLSA STATUS CHANGES – Exempt to Non-Exempt

*Effective July 1, 2018 (MO & BW)*

## FLSA Definition

- **Fair Labor Standards Act (FLSA)** is a Federal law which sets out various labor regulations, including whether employees are exempt or non-exempt from FLSA overtime regulations. The UC system-wide Compensation Office, in compliance with the legal requirements of the FLSA, establishes the overall FLSA exemption status for jobs. (University of California – Policy PPSM-30: Compensation)
  - **Non-exempt** employees are employees who, based on the duties performed and the manner of compensation, are required to account for time worked and sick leave, vacation, and other leave on an hourly and fractional hourly basis. The FLSA requires that these employees be paid overtime at the premium (time-and-one-half) for actual time worked in excess of 40 hours per week.
  - **Exempt** employees customarily and regularly exercise discretion and independent judgment on matters of significance in the performance of their duties. They are exempt from the FLSA minimum wage and overtime provisions. Exempt employees are paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of the hours worked. They do not receive premium overtime, straight overtime or compensatory time for working more than 40 hours in a work week.

## Pay Frequency

- Employee will move from a monthly pay frequency to a bi-weekly pay frequency.

## Pay Rate

- Your monthly salary will be converted to an hourly pay rate by dividing your monthly salary by 174 hours (the average number of working hours in a month). For example, if your monthly salary is \$4,350.00, your hourly rate will be \$25.00 ( $\$4,350.00 \div 174$  hours) beginning July 1, 2018.
  - The number of work days in a year fluctuate annually, between 260 to 262, depending on where weekend days fall within any given calendar year. To account for this fluctuation, annual pay calculations are based on 2088 hours in a calendar year, (an average 261 days worked out of a 365 day calendar). The monthly hours of 174 is based on 2088 annual hours divided by 12 months. Depending when pay days fall within each calendar year, most years have 26 pay periods (like 2017), and some have 27 (like 2014). This creates minor variations in annual pay from year to year. Regardless, non-exempt employees are paid for every hour worked, and the 2088 hours calculation takes the variation in the number of days and pay-days into account.

## Time-Keeping

- FLSA regulations require non-exempt employees to track hours worked so they can be paid overtime for work in excess of 40 hours per week. To ensure that the university meets these regulations, employee will be required to report all hours worked.
- Employee will start accounting for their time on an hourly basis, which includes time off (e.g., vacation, sick leave, family and medical leave, leave without pay, etc.). Time is entered to the nearest 15-minute increment (1-7 minutes = round down / 8-14 minutes = round up), effective July 1, 2018.

## Overtime

- Employee will be eligible to earn overtime or other ancillary pay (where applicable to their new title) when pre-approved by their supervisor, effective July 1, 2018.

# **FLSA STATUS CHANGES – Exempt to Non-Exempt**

*(Continued)*

## **Transition Assistance – Vacation Accrual Cash Out**

- To minimize any potential financial hardship that may occur with a change in pay frequency, eligible employees can request up to 80 hours of accrued vacation time to be cashed out
- Vacation Accrual Cash Out program details and request forms are attached

## **Pay Check Timelines – Monthly to Bi-weekly Pay Frequency**

- Last monthly pay check: June 29, 2018
- Bi-weekly pay cycle effective date: July 1, 2018
- First bi-weekly pay check: July 25, 2018
- Vacation Cash Out date (if elected): July 25, 2018

## VACATION ACCRUAL CASH OUT PROGRAM

<b>Program Description</b>	To minimize any potential financial hardship that may occur with a change in pay frequency, eligible employees can request up to 80 hours of accrued vacation time to be cashed out.
<b>Who is eligible?</b>	Any career or contract employee who is transitioning into a Career Tracks title that will result in an FLSA change who meets the following criteria: <ul style="list-style-type: none"> <li>• Employee status of “Active”</li> <li>• Hired prior to July 1, 2018</li> <li>• Employee has existing accrued vacation that meets or exceeds the requested cash out amount</li> </ul>
<b>How much vacation accrual can be requested?</b>	Up to 80 hours (employee total number of hours is subject to verification of actual vacation employee has accrued)
<b>Who funds?</b>	Existing employee Vacation Accrual funds
<b>What is the program request period?</b>	Request period opens: May 21, 2018 Request period closes: June 20, 2018*
<b>What are the terms of participation?</b>	Maximum of one request per employee during the program request period
<b>What is the process?</b>	Complete a Transition Assistance Vacation Cash Out Program Application Form. Employees must complete, sign, and submit the application to their manager by June 20, 2018 for approval. Department approved forms must be submitted to HR by June 22, 2018 close of business day*
<b>What is the disbursement schedule?</b>	Vacation accrual cash out will be included in the following paychecks*: <ul style="list-style-type: none"> <li>• July 11<sup>th</sup> paycheck for employees transitioning to exempt, monthly paid payroll titles</li> <li>• July 25<sup>th</sup> paycheck for employees transitioning to non-exempt, bi-weekly paid payroll titles</li> </ul>
<b>What is the method of disbursement?</b>	Reduction of accrued vacation leave to be paid out via payroll and will include employees standard payroll deductions

*\*Dates provided above are based on positions transitioning during the July 1, 2018 implementation. There may be cases where decisions are made later based on extenuating circumstances (employee reconsideration, collective bargaining transitions, etc.). Employees affected by FLSA transition issues related to the Career Tracks implementation following July 1, 2018 will have an adjusted request window and vacation accrual cash out date.*



UNIVERSITY OF CALIFORNIA SANTA BARBARA

2018 TRANSITION ASSISTANCE VACATION CASH OUT PROGRAM  
**APPLICATION FORM**

Name:	Employee ID#:
Payroll Title:	Work phone number:
Work email:	Department:
Supervisor's Name:	Supervisor's email:

The 2018 Transition Assistance Vacation Cash Out Program offers eligible employees who have an FLSA exemption status change as a result of the Career Tracks Initiative a one-time opportunity to cash out up to 80 hours of accrued vacation leave to assist them in meeting their financial obligations during the transition period. The vacation cash out request is limited to a maximum of 80 hours of accrued vacation leave.

**Vacation Accrual Cash Out Request**

**To be completed by the Employee:**

I, \_\_\_\_\_, authorize a cash out of \_\_\_\_\_ hours from my existing vacation accrual balance.\* I understand that my vacation accrual balance will be reduced by the number of hours I have authorized.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\* Accrued leave must be credited to the employee's vacation balance no later than June 22, 2018. Payout of accrued vacation leave will be included in payroll checks as per the dates listed on the program information sheet.*

**To be completed by the Department:**

- ✓ The fund source(s) associated with the current active distribution lines will be used to process the lump sum vacation cash out.
- ✓ The employee has sufficient accrued vacation leave to request the hours indicated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Special instructions to Payroll regarding fund sources:

Deadline for submittal: June 20, 2018

**Submit the completed and signed application via email or fax to:**

Human Resources, Attention: Edna Arellano

Phone: 805-893-4048

Email: [edna.arellano@hr.ucsb.edu](mailto:edna.arellano@hr.ucsb.edu)

Fax: 805-893-8645

**To be completed by Human Resources:**

Eligibility and accrued vacation hours verified by: \_\_\_\_\_

# TRANSITION TO REPRESENTED TITLES

*Effective July 29 (BW) and August 1 (MO)*

## **Representation by a Collective Bargaining Unit:**

- For more information about what it means to be represented by a collective bargaining unit, refer to the “Represented Employees” section of the HR web site at <https://www.hr.ucsb.edu/current-employees/represented-employees>.

## **Employees Transitioning to a Title in CX, RX, or TX (not including BTSA):**

### **Collective Bargaining Agreement**

- Employee’s position will be governed by the applicable collective bargaining agreement on the effective date of the title change.

### **Transition to a Step-Based Pay Structure**

- Effective the date of the title transition, the employee’s pay rate will be adjusted to fit onto the step structure that aligns with their new payroll title. Step placement will be based on the nearest step to their existing pay rate, and will not be less than their current pay rate. Managers will determine the appropriate step rate in consultation with their compensation analyst.
- Managers are responsible for entering salary adjustments into PPS *AFTER* the new titles are uploaded.

### **Agency Fees**

- Agency Fees (a.k.a. Fair Share Dues) vary by union (usually between 1-2%) and will apply as of the effective date of transition to a represented title. Please refer to the following website for more information: <https://www.hr.ucsb.edu/current-employees/represented-employees>.

## **Employees Transitioning to a Business and Technical Support Analyst (BTSA) Level 2 or 3**

### **Title:**

### **Collective Bargaining Agreement**

- The BTSA position was recently added to the Technical Unit (TX) that is represented by UPTe. The University of California is currently in bargaining with UPTe to negotiate the terms and conditions of employment (e.g. wages, benefits, etc.) for the BTSA employees.
- The employee’s position will be governed by the TX-UPTe collective bargaining agreement on the effective date of the title change.

### **Transition to the Career Tracks Pay Structure**

- Until the new terms and conditions of employment have been bargained for the BTSA positions, employees will transition to a new pay grade and salary range in the Career Tracks pay structure.

### **Agency Fees**

- Agency Fees (a.k.a. Fair Share Dues) vary by union (usually between 1-2%) and will apply as of the effective date of transition to a represented title. Please refer to the following website for more information: <https://www.hr.ucsb.edu/current-employees/represented-employees>.

## EMPLOYEE SPECIAL TRAINING SESSIONS

Special training sessions have been scheduled for specific employees who will be impacted by the Career Tracks project. (e.g. more than just a title and grade change). These sessions are available by invitation only (part of Employee Notification Letter). Content of these sessions will largely be the same as the content in the Manager Tool Kit.

### **Employee Special Training – FLSA Status Changes**

The following in-person sessions provide information on how these changes will affect employees, and will give them the opportunity to ask questions. Space is limited, so registration through the UC Learning Center is required. Visit <https://www.learningcenter.ucsb.edu/> and search for “Employee Special Training – FLSA Status Changes” to register.

Date	Time	Location/Call Information
Tuesday, 5/8/18	10:30 am-12:00 pm	HR Learning Center
Thursday, 5/10/18	9:00-10:30 am	HR Learning Center ( <i>*Also available as a webinar</i> )
Monday, 5/14/18	10:00 am-11:30 am	HR Learning Center
Monday, 5/14/18	1:30-3:00 pm	HR Learning Center ( <i>*Also available as a webinar</i> )

**Webinar Information:** Pre-registration for the Webinars is not required.

- Webinar 5/10/18 (9-10:30am): Webinar ID 477 202 133, <https://ucsb.zoom.us/j/477202133>
- Webinar 5/14/18 (1:30-3:00pm): Webinar ID 431 539 599, <https://ucsb.zoom.us/j/431539599>

### **Employee Special Training -- Transition to Represented Titles**

The following in-person sessions provide information on how these changes will affect employees, and will give them the opportunity to ask questions. Space is limited, so registration through the UC Learning Center is required. Visit <https://www.learningcenter.ucsb.edu/> and search for “Employee Special Training – Transition to Represented Titles” to register.

Date	Time	Location/Call Information
Thursday, 5/10/18	1:30-3:00 pm	HR Learning Center
Friday, 5/11/18	10:30 am-12:00 pm	HR Learning Center ( <i>*Also available as a webinar</i> )
Wednesday, 5/16/18	9:00-10:30 am	HR Learning Center
Thursday, 5/17/18	10:00-11:30 am	HR Learning Center ( <i>*Also available as a webinar</i> )

**Webinar Information:** Pre-registration for the Webinars is not required.

- Webinar 5/11/18 (10:30am-12pm): Webinar ID 525 161 412, <https://ucsb.zoom.us/j/525161412>
- Webinar 5/17/18 (10-11:30am): Webinar ID 124 606 712, <https://ucsb.zoom.us/j/124606712>

# EMPLOYEE DROP-IN SESSIONS

## Employee Drop-In Sessions

Employee drop-in sessions allow employees to meet with the Compensation team one-on-one to ask questions regarding Career Tracks.

- For policy-covered employees only
- Consultations limited to 15 minutes per employee if there are employees waiting
- Drop-in sessions are for consultation only - no decisions regarding title changes will be made
- More drop-in sessions will be scheduled if needed

Date	Time	Location
Monday, 5/21/18	1:00-3:00 pm	HR Learning Center
Tuesday, 5/22/18	10:00 am-12:00 pm	HR Learning Center
Thursday, 5/24/18	1:00-3:00 pm	HR Learning Center
Friday, 5/25/18	10:00 am-12:00 pm	HR Learning Center
Tuesday, 5/29/18	10:00 am-12:00 pm	HR Learning Center
Tuesday, 5/29/18	2:30-4:00 pm	HR Learning Center

# EMPLOYEE RECONSIDERATION PERIOD

## Reconsideration

- If an employee believes their position better aligns with a different Career Tracks function or level, there is a period of reconsideration
- Employees will be instructed to consult with their manager first to determine if there is new information to submit to HR to support a title change
- Manager and control point (or control point delegate) must be in agreement with employee's request before submitting to HR

## Process

- Manager completes "Request for Change" form, located on HR Career Tracks home page, which must include detailed information explaining the justification for the request
- If the request for change includes changes to an employee's job description, the updated job description must be submitted for review through OACIS
- If the new information being submitted includes changes in the organizational structure, please submit an updated organizational chart with the updated JD in OACIS
- All of the above information must be signed and authorized for review by the manager and control point (or control point delegate) prior to submitting to HR

## Request for Change vs. Reclassification

- Please keep in mind that if a request for change would result in a reclassification in current state, then the position should follow the normal reclassification process outside of the Career Tracks Reconsideration Period
  - Reclass requests, unrelated to the Career Tracks project, can be submitted throughout the reconsideration period
  - Keep in mind that reclassification cases may involve a pay increase, whereas, no pay increase is associated with a title change through the Employee Reconsideration process

## Timeline and Due Dates

- Priority Reconsideration – for positions with FLSA changes or positions transitioning to represented titles
  - Reconsideration Period = May 1 – June 30
  - ***Request form and required documentation due in HR no later than June 15***
- General Reconsideration – for positions that do not involve an FLSA change or transition to a represented title
  - Reconsideration Period = May 1 – November 30
  - ***Request form and required documentation due in HR no later than November 30***

## Effective Dates

- Effective dates of title changes will generally be consistent with the implementation effective dates, depending on the category of the change (FLSA, transition to union title, etc.)
- If incomplete or insufficient requests are submitted beyond the designated due dates, HR/Compensation will determine the effective dates on a case-by-case basis

## Post Reconsideration Period

After the reconsideration period, further changes to positions will follow the normal classification review process in HR.

# ADDRESSING THE “PAIN POINTS” OF CAREER TRACKS

## Is Career Tracks really better than the current classification framework?

- Career Tracks is a fresh, new, and modern approach to labeling and leveling positions
  - The new approach is a blend of what is found in the private, public and higher education sectors
- Functionally specific titles provide more easily identified roles and greater transparency across the system
- Career Tracks is a total “reboot” of classifications – gives us the opportunity to review and realign all positions
- Close alignment with labor market allows us to make better informed salary setting decisions

## What’s wrong with our current classification structure – why change the status quo?

- Our current classification framework is outdated and no longer describes work as it exists today
- There are too many generic titles that are not clearly defined, leading to confusion and inconsistency
- There is overuse of generic titles making it difficult to properly align with labor market
- Salary setting decisions are internally focused with very limited alignment with labor market
- There is higher risk of error in identifying appropriate FLSA status with so many outdated and generic titles and outdated series concepts

## Why does it feel like I’ve been demoted?

- There are no promotions or demotions in the transition to Career Tracks, only a recalibration and realignment of positions to the new Career Tracks framework and labor market
- The Career Tracks framework is completely different than our legacy framework
- There is no correlation between the legacy job levels and the new Career Tracks job levels
- There may be a different number of levels available in each job function than in our legacy structure
  - The number of available levels in each Career Tracks title resembles what typically exists in the labor market
  - Job levels (intermediate, experienced, advanced) within Career Tracks are based on market survey definitions as they apply to the position itself, as it is described within the generic scope, custom scope and key responsibilities for that level
  - Job levels as listed on the Career Tracks job standards are not a reflection of an individual’s experience, but rather are directly tied to the scope and impact of a position within the broader context of the organization as a whole

## How will a new title in Career Tracks change how others see me?

- Employee levels will not be perceived differently by management due to new CT titles and levels
- Career Tracks will only change your payroll title and grade
- Career Tracks will NOT change your:
  - Working title
  - Business card information
  - Email signature line
  - Duties and responsibilities
  - Reporting structure
  - Organizational structure

# ADDRESSING THE “PAIN POINTS” OF CAREER TRACKS

(continued)

## **Why is there no money tied to Career Tracks? It sounds like a salary program.**

- Career Tracks is not a salary increase program - there is no money tied to Career Tracks. How money is allocated and how positions are funded is not part of Career Tracks
- The purpose of Career Tracks is to “reboot” classification practices into a modern, market based compensation framework
- Career Tracks:
  - Will allow us to analyze our pay practices more effectively
  - Will allow us to make better pay and salary setting decisions moving forward
  - Will not solve all our pay problems
  - Will not change pay practices overnight
- No salaries are being reduced

## **Why is a market based classification framework important for UCSB if we can’t afford to pay people at market?**

- Transitioning to Career Tracks is an important first step in identifying current pay practices and how they compare to the labor market
- Having a classification and compensation framework that is aligned to the labor market provides us with the data to support and strategically plan compensation programs that can help reshape campus pay practices and funding models over time

## **Why did I lose my supervisory title when I’m still responsible to supervise others?**

- Eligibility for a designated supervisory title in Career Tracks is different than it is in the current framework
- The standard for having a supervisory or managerial title in CT and in the labor market is based on whether or not an employee spends the majority (more than 50%) of time on supervision and supervisory related duties
- If an employee spends the majority of time on individual contributor work, then the position was assigned a professional, non-supervisory title
- Employees in the professional/individual contributor levels can still be responsible to supervise others even when it consumes less than 50% of their overall duties and responsibilities

## **Why was my FLSA status changed? This feels like a take-away.**

- FLSA status of exempt or non-exempt is directly tied to the payroll title at UC. Over time, existing payroll titles and the description of work under those titles have become outdated, and in some cases obsolete. Career Tracks job titles are more clearly defined with FLSA designations that accurately align with the work performed.



## 7 KEY HIGHLIGHTS OF CAREER TRACKS

- ★ 1. Job Standards that clearly define knowledge, skills, and abilities (KSAs) required at each level
  - 2. Job Standards that can be used to write job descriptions
- ★ 3. Better-defined career paths within job functions
- ★ 4. Clearly defined progression of job duties for use in creating professional development plans
- ★ 5. Consistent classification structure across UC system making it possible for employees to see how to advance their career at any UC location
- ★ 6. Job titles and grades that are aligned with the labor market (supports efforts to recruit and retain qualified employees)
  - 7. New market-based salary structure that will provide the data needed to develop a strategic and competitive approach to pay in the future
- ★ *Primary benefit to the employees*