

# Career Tracks Special Training

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*Employees Transitioning  
to a Represented Title*

*May 2018*

Presented by Human Resources: Compensation and Employee & Labor Relations

# Agenda

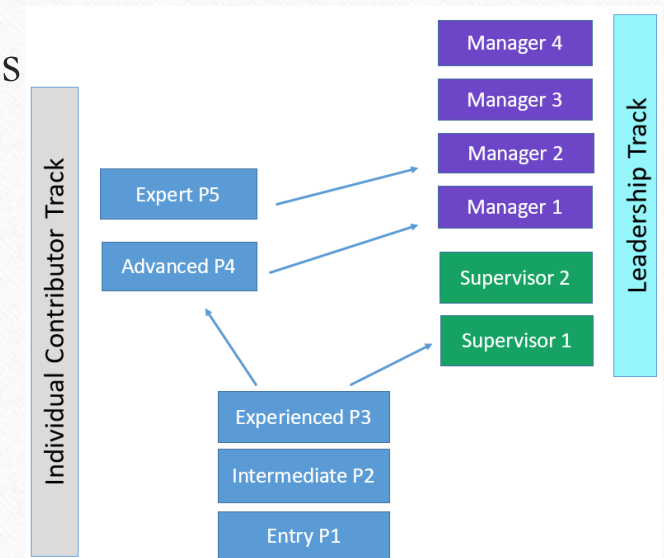
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- What is Career Tracks?
- Career Tracks Tools and Resources
- Employee Reconsideration Period
- Why is My Position Transitioning to a Represented Title?
- When and How will My Position Transition to a Represented Title?
- Step Structures
- Business/Technical Support Analysts
- What is a Collective Bargaining Unit (CBU)?
- What does it Mean to be Represented?
- Agency Fees and Union Dues
- Labor Relations Tools & Resources
- Questions and Contacts



# What is Career Tracks?

- New classification framework for all policy-covered, non-represented career, contract and limited appointment employees (~2,150 employees)
- Career Tracks includes:
  - All new payroll titles, title codes, salary grades and salary ranges
  - Functionally specific titles that represent the way work exists today
  - All new Job Standards, to replace the Series Concepts
  - Same classification structure and methodology across all UC campuses



[www.hr.ucsb.edu/compensation/career-tracks](http://www.hr.ucsb.edu/compensation/career-tracks)

## COMPENSATION & CLASSIFICATION

### CAREER TRACKS

Welcome to the Career Tracks home page!

Career Tracks Campus Announcement (D-List memo)

▶ Career Tracks Training - Employees

▶ Career Tracks Training - Control Points and Managers

▶ Career Tracks Implementation Plans

▶ Career Tracks - Employee Reconsideration Period

▶ Systemwide Career Tracks

April 2018

After several years of preparation, on-going consultation, and tremendous work by many employees across the campus and within Human Resources, we are pleased to announce that UCSB is in the final stages of implementing Career Tracks, the new classification framework for

### Useful Links

Career Tracks Title List

Job Standards (SharePoint)

UCOP Career Tracks Site

TCS

OACIS

FAQ's

Request for Change Form

Vacation Accrual Cash Out Program and Application

Questions? Email us at [careertracks@hr.ucsb.edu](mailto:careertracks@hr.ucsb.edu)

New Title Code List

Job Standards  
- Log in to SharePoint with your UCSB NetID and password

Questions?  
Email us!

Presentations

Employee Reconsideration Period



# Employee Reconsideration Period



- If you believe your position should be aligned with a different Career Tracks title, there is a period of reconsideration for employees:
  - Please consult with your manager to determine if there is **new information or evidence** to submit to HR to support reconsideration of the original title assigned
  - Manager and control point must be in agreement with requested change before submitting to HR
  - Form is completed and submitted by manager
- Formal requests for changes to titles for positions transitioning to a represented title will be accepted between **May 1 – June 15**



# Why is My Position Transitioning to a Represented Title?

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## Two Scenarios:

1. Duties on your job description did not meet the criteria of a title under the Career Tracks classification framework.
  - Following a thorough review of the job description by HR and your manager, it was determined that your position better aligns with a title that is currently represented by a collective bargaining union.
2. Duties on your job description aligned with the Career Tracks title Business/Technical Support Analyst (BTSA) (levels 2 and 3) that was recently added to the Technical Unit (TX) that is represented by UPTE.

More on BTSAs coming up



# When and How Will My Position Transition to a Represented title?



➤ The change takes place on the effective date shown in your letter:

- **July 29<sup>th</sup>** for bi-weekly paid employees
- **August 1<sup>st</sup>** for monthly paid employees

➤ The Process:

- Your title will be changed in the payroll system the last week of July.
- Your job description will be updated with the new title information the first week of August.
- For employees other than BTSA's, you will be placed onto a **step** within the existing **step structure** for your new title
- Deductions for agency fees or dues will begin for employees other than BTSA's on the effective the date of title change.

**More on Step  
Structures and  
Agency Fees  
Coming Up**

**More information on  
BTSA's coming up**

# Step Structures (Non-BTSA Positions)

- A step-based salary program is a salary structure with standard progression rates established within a pay range for a job.
- These steps can be hourly or monthly, depending on the exemption status assigned to the position.
- The number of steps and specific rates are negotiated by each union and vary by title.
- Placement onto the step structure:
  - ✓ Identify the steps closest to existing pay.
  - ✓ Select the step that is equal to or above existing pay.
    - No decrease in pay with transition to a step.
    - Departments input the new step and step rate into PPS

Example:	
Step	Hourly Rate
1	\$20.00
2	\$20.44
3	\$20.89
4	\$21.35
5	\$21.82
6	\$22.30
7	\$22.79
8	\$23.29

**Summary of Wage Increases by Collective Bargaining Unit:**

<https://www.hr.ucsb.edu/compensation/salary-increase-programs/wage-increases-represented>





## Business/Technical Support Analysts (BTSA)

- BTSA title (levels 2 and 3) were recently added to the Technical Unit (TX) represented by UPTE through a legal “accretion” process.
- UC is in bargaining with UPTE over the effects of the accretion (wages, benefits, etc.).
- **Covered by TX/UPTE Collective Bargaining Unit** as of effective date of title change.
- **New Career Tracks salary grade structure will apply** until a separate step structure is negotiated (new salary grade and salary range are indicated in your letter).
- Deduction of agency fees or processing of dues enrollments is on hold pending negotiation.

# What is a Collective Bargaining Unit?



- Pursuant to California State Law, the Higher Education Employment Relations Act (HEERA) gives employees the right to form, join and participate in the activities of employee organizations for the purpose of union representation on matters governing the employer-employee relationship.
- A bargaining unit is a group of employees with titles and job duties that form a sufficient "community of interest" that a union can reasonably represent those employees, particularly when negotiating conditions of employment. Except for the skilled crafts titles on our campus, the other bargaining units are part of systemwide units.



# What Does it Mean to be Represented?

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- If you are represented by a union, your wages, benefits, hours of work and other terms of employment must be negotiated between the university and your union, and formally outlined in a union contract. Under HEERA, UC is prohibited from bypassing a union and dealing directly with represented employees in connection with terms and conditions of their employment.

# Agency Fees & Union Dues



- Represented employees must pay either union membership dues or, if they do not want to pay dues, a mandatory “agency fee” will be automatically deducted from their paycheck as required by HEERA.
- The agency fee is also sometimes referred to as “fair share” and “agency shop fee.”
- The agency fee is different from union dues. Employees can elect to become a registered dues paying member by completing the University or union’s payroll deduction authorization form.
- Each union determines the amount of the agency fee and dues for its members. By law, the agency fee cannot be more than the union's membership dues.



<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html>

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UNION-REPRESENTED EMPLOYEES

- Bargaining Units & Agreements**
- Collective Bargaining Frequently Asked Questions
- Agency Fees & Dues Structures Chart**

**Systemwide Units**

- Academic Student Employees —** AGSE/United Auto Workers (UAW)
- Clerical & Allied Services — CX** Teamsters Local 2010
- Health Care Professionals — HX** University Professional and Technical Employees (UPTE)

**Research Support Professionals — RX** University Professional and Technical Employees (UPTE)

**Service — SX** American Federation of State, County and Municipal Employees (AFSCME)

**Technical — TX** University Professional and Technical Employees (UPTE)

## Technical Unit

The University of California employs about 3,700 technical support professionals in a highly diverse unit who provide a wide range of technical support services for academic and scientific research.

This systemwide bargaining unit is represented by the University Professional and Technical Employees (UPTE).

- » [Learn more about the unit, its membership and dues/agency fee](#)
- » [See current contract](#)

## Current Contract

Contract for the Technical Unit (TX) between the University of California and the University Professional and Technical Employees (UPTE)

**December 20, 2013 – September 30, 2017**

[Complete Contract](#) [PDF](#)

[Article 1 - Access](#) [PDF](#)

[Article 2 - Agreement](#) [PDF](#)

[Article 3 - Arbitration](#) [PDF](#)

[Article 4 - University Benefits](#) [PDF](#)

[Article 5 - Campus/Laboratory Closure](#) [PDF](#)

[Article 6 - Compensation](#) [PDF](#)



UNION-REPRESENTED  
EMPLOYEES

**Bargaining Units &  
Agreements**

**Clerical & Allied Services**

[About](#)

**Contract**

[News](#)

[Collective Bargaining  
Frequently Asked Questions](#)

[Agency Fees & Dues  
Structures Chart](#)

## Current Contract

Contract between the University of California and Teamsters Local 2010

**April 19, 2017 — March 31, 2022**

[Complete Contract](#) [PDF](#)

[Article 1 - Access](#) [PDF](#)

[Article 2 - Agreement](#) [PDF](#)

[Article 44 - Vacation](#) [PDF](#)

[Article 45 - Wages](#) [PDF](#)

[Article 46 - Waiver](#) [PDF](#)

[Article 47 - Work-Incurred Injury or Illness](#) [PDF](#)

# Tools and Resources



- Information for represented employees:
  - <https://www.hr.ucsb.edu/current-employees/represented-employees>
- Collective Bargaining Agreements:
  - <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/>
- Dues and Agency Fees Chart:
  - <https://www.hr.ucsb.edu/labor-relations/union-dues-agency-fees>
- Summary of Wage Increases by collective bargaining unit:
  - <https://www.hr.ucsb.edu/compensation/salary-increase-programs/wage-increases-represented>



# Questions and Contacts



## Compensation:

- Kathy Moore, Manager, ext. 7137
- Tamara Berton, ext. 4661
- Linda Broen, ext. 4832
- Ashley Sumudio, ext. 7664
- Amy Arnold, ext. 4068

## Employee & Labor Relations:

- Sydney Roberts, ext. 4210
- Jessica Graham, ext. 7302
- Jennifer Smith, ext. 4663
- Farfalla Borah, Manager, ext. 4482