Date: April 20, 1983

To: Presidents

From: Robert E. Tyndall
    Acting Vice Chancellor
    Faculty and Staff Affairs

Subject: Revision of Various Personnel Policies for Managerial, Supervisory and Confidential Employees

A policy decision has been made to revise various personnel policies. The revised policies delineated herein are to be effective April 1, 1983 and will apply only to part-time, temporary, probationary and permanent employees in positions with a HEERA designation as management, supervisory or confidential.

1. **Advance Step Appointment** - Managerial Supervisory and Confidential Employees.

   When a managerial, supervisory or confidential employee moves without a break in service to a classification with a higher salary range, the appropriate step in the salary range shall be determined by the President.

   This supersedes UCAM Section 6223.08 as revised by Technical Letter, FSA/SA 6223.08, 79-01 dated January 12, 1979 and in effect removes the limit of an approximate 10 percent increase.

2. **Accelerated Merit (AMSA)** - Managerial, Supervisory and Confidential Employees.

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A managerial, supervisory or confidential employee may be granted, at the discretion of the President, a salary step adjustment at times other than those provided in UCAM Section 6223.13.02 as amended by Technical Letter FSA/SA 6223.08, 79-01. Such increases shall be based upon demonstrable evidence that such a special increase is justified based upon merit and effective performance. The adjustment shall be authorized in writing.

The date of this accelerated salary adjustment shall become the employees new anniversary date. This amends UCAM Section 6223.13.02, as revised by Technical Letter FSA/SA 6223.08, 79-01.

3. Red Circle Rate - Confidential Employees Only.

The red circle rate policy may be applied when a confidential employee elects demotion in lieu of lay-off. This is new policy and supplements FSA 77-72, Red Circle Rate Policy, for confidential employees.

4. Funeral Leave - Managerial, Supervisory and Confidential Employees.

For each death of a significantly close relative the President shall authorize one (1) day's leave with pay. If such a death requires the employee to travel over five hundred (500) miles from his/her home, two days of leave with pay shall be granted upon request.

This is new policy and supplements the authorization to use sick leave for death of a family member. Cf. UCAM 6342.

5. Out-of-Class Assignments - Confidential Employees.

When a confidential employee is temporarily assigned to and performs the duties of a position in a higher level class on an acting basis for longer than 30 consecutive calendar days, but not exceeding one year, the employee shall receive the appropriate compensation of the higher classification commencing with the 31st day. If any such subsequent temporary assignments within a 12 month period extend for more than seven consecutive calendar days, the employee shall receive the appropriate compensation from the first day of such an assignment.
An employee serving on such a temporary assignment of duties of another classification shall be provided with a letter of verification of such service and a copy shall be placed in the personnel file of the employee.

At the end of the temporary assignment of duties of a higher classification, the employee shall be returned to his/her permanent assignment with the same status as he/she would have had if he/she had not been granted such a temporary assignment.

This is a new policy.

6. Out-of-Class Assignments - Managerial and Supervisory Employees.

When a managerial or supervisory employee is temporarily assigned to and performs the full scope of duties of a position in a higher level class on an acting basis for longer than 30 consecutive calendar days, the employee shall receive the appropriate compensation of the higher classification commencing with the 31st day. Alternatively, the employee may receive the appropriate compensation of the higher classification, commencing from day one (1) where the duration is of 30 consecutive calendar days.

If any such subsequent temporary assignments, within a 12 month period, extend for more than seven consecutive calendar days, the employee shall receive the appropriate compensation from the first day of such an assignment. Such temporary out of class assignments may be for a period up to one year.

This is new policy.

7. Compensating Time Off (CTO) - Managerial, Supervisory and Confidential Employees.

CTO should be taken within the year it is earned whenever possible. If an employee has been unable to take his/her CTO and has a balance in excess of 120 hours as of December 31, he/she shall be paid in cash for all hours in excess of 120. Such payment shall be made by February 1, of each year.

This policy supersedes UCAM 6421.01 for managerial, supervisory and confidential employees in Work Week Groups 1, 4A or 4B.
8. **Call-Back - Confidential Employees Only.**

Call-back work is work performed at a time outside of, and not continuous with, an employee's regular work schedule. A confidential employee called back to work shall receive not less than three (3) hours pay at the overtime rate unless such call-back is within three (3) hours of the beginning of the employee's next shift, in which case the employee shall only be paid for the hours remaining before the beginning of the employee's next shift, at the overtime rate.

This policy supersedes UCAM 6223.19.04 and 6456 for confidential employees.

If you desire additional information in these issues please contact Toby Osos at (213) 590-5683 or ATSS 635-5683.