

# CAREER TRACKS IMPLEMENTATION

## NEXT STEPS AFTER MAPPING

- **VCs to distribute Mapping Spreadsheets to departments.**
- **Department Review:**
  - The VC office should disseminate the spreadsheets to the various departments so they can review the mapping outcome of the employees in their departments. Department supervisors should discuss the final mapping with their employees. If there are questions or concerns, please contact the Subject Matter Expert for your VC or your Compensation Analyst.
  - **Positions missing on spreadsheet:** If there are other positions in the department that are not on the list and may need to be mapped to a CT family which has already been implemented, please contact your Compensation Analyst.
- **Job descriptions:**
  - Once the final version of the job builder is received from OP for each phase, then the departments can start creating job descriptions for the positions being mapped in that phase.
  - Job Descriptions should be created by the departments using the CT job builder in JDOonline using the spreadsheet as a guide. Due to the need to complete the implementation of CT by the end of 2016, once we give you the go-ahead to begin creating the job descriptions, **we recommend that the job descriptions be completed within 30 - 60 days.** Please remember that you can only input the PPS entry to map the employee over to the new Career Tracks job title after the job description is formally accepted into the JDOonline Library.
  - Job descriptions should include customization in addition to the CT standard language. Specific guidelines will be sent once the departments can begin creating the job descriptions.
  - Job descriptions are to be submitted using “Reclassification to Career Tracks Job Standard” as the reason.
  - **EFFECTIVE DATES:** During this initial mapping of positions to CT payroll titles, the effective dates for the lateral reclassification of the phases will be:
    - **PHASE 1 - INFORMATION TECHNOLOGY**
      - 06/1/15 for monthly paid employees; 06/07/15 for biweekly paid employees, (regardless of when the job description is submitted.)

- **PHASE 2: COMMUNICATIONS, EXTERNAL AFFAIRS, GOVERNMENT RELATIONS, LEGAL AND MARINE**
  - 05/01/16 for monthly paid employees; 05/08/16 for biweekly paid employees, (regardless of when the job description is submitted.)
  - For employees who salaries are currently below the minimum of the new CT grade, then the job description and effective date should be delayed with the effective dates of 08/01/16 for monthly paid employees and 07/31/16 for biweekly paid employees.
- **PHASE 3: AUDIT & COMPLIANCE, EDUCATIONAL SERVICES, LIBRARY, MUSEUM SERVICES, PERFORMING ARTS, SECURITY/PUBLIC SAFETY**
  - 08/01/16 for monthly paid employees; 07/31/16 for biweekly paid employees, (regardless of when the job description is submitted.)
  - For employees who salaries are currently below the minimum of the new CT grade, the effective dates are also 08/01/16 for monthly paid employees and 07/31/16 for biweekly paid employees.

**PHASE 4: COUNSELING & PSYCHOLOGY, FINANCE, GENERAL ADMIN, HR, RESEARCH ADMIN, RESEARCH & LAB**

- Tentative: 10/1/16 (for monthly paid employees; 09/27/16 for biweekly paid employees, (regardless of when the job description is submitted.)

**Addressing different or higher level duties than on current job description:**

- If a position is doing higher level or different work than what is on the job description, which was reviewed and used for mapping to a CT specialty and payroll title, this can be addressed after the initial mapping through the reclassification or equity increase process. The transition to the CT payroll titles is to be a salary neutral change, so there are to be no upward or downward reclasses or salary increases as part of this change, unless it is a bring-to-minimum salary issue.

- **PPS Entries:**

Once the department has created the job description, they should submit it to Compensation to be reviewed and classified by one of the Compensation Analysts who will send the job description to the library after classification. Once the job description is in the library, the departments can move forward with the Payroll and Personnel System (PPS) action as a lateral reclassification using Action Code 39 and the CT payroll title code and grade. (Put in comments stating: *CT Lateral reclass, effective MMDDYY, approved by Compensation.*) No salary action change is to be made unless it is to bring the employee's salary to the minimum of the new range. (underlining new)

**Salary Actions:**

This CT systemwide project is to be salary neutral; however, there may be some employees in the VC whose salary is below the minimum of the new CT salary range. Compensation identifies positions on campus where the employee's salary is currently below the minimum of the new CT salary range. These

employees are listed on a separate tab on final mapping spreadsheet for those VC areas that have employees whose salaries are below the minimum of their new salary range. This may not include any new hires that may have been brought on that are not on the spreadsheet. If the department identifies any others, please let us know. Any new employees hired after the date the spreadsheets are sent to the departments, should be paid at least the minimum of the new CT range because they will not be eligible for the merit based increase.

#### **Equity Increases:**

It appears there has been some confusion on whether departments should be submitting equity increase requests as a result of the mapping of positions into Career Tracks (CT) titles. While CT is a retitling classification system that identifies positions with the market based titles (and not our generic titles), the program is to be salary neutral. This means that there are not to be salary increases given as a result of the implementation of Career Tracks, and the retitling of positions. Just because a position is mapped to a higher grade with a higher midpoint and maximum, it doesn't mean that the employee's salary should be increased to the midpoint of the range. However, if there is a bona fide inequity between positions in the same title, then a written justification and equity request would be appropriate. Remember, an equity increase is to correct an inequity. Therefore, an inequity would need to exist for an equity request to be submitted. Any such equity request, should be made **after** the initial reclassification to the CT title and grade. It should **not** be part of the lateral reclassification, since an equity increase for internal equity would be a different action, determined after all of the employees have been put in their new payroll title codes.

The compensation philosophy of UC San Diego (Link: <http://www-hr.ucsd.edu/qwl/PPSM30ImpPro.pdf>) states that our objective is to be competitive with the appropriate labor market within the context of total compensation. This is not the salary alone, but the additional compensation which includes vacation, holidays, health plans, insurance, retirement and even work life. (See the Total Compensation Calculator: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/total-compensation-calculator.php>.)

#### **CT Salary Ranges:**

Please note that the CT payroll title codes and grades can only be used for positions that have been officially mapped by Compensation to the new CT payroll titles.

#### **Reconsideration/Appeal of IT Mapping Outcome:**

We do have a reconsideration process which will require a formal request endorsed by the VC for reconsideration of the approved specialty and/or level. This request should be sent directly to the Compensation Analyst assigned to your VC area *after* the VC endorsement has been obtained.

#### **Future Classifications:**

With the implementation of CT and in an effort to ensure consistency, all job descriptions for Phases 1-3 CT families must now come to Compensation for classification. Our subject matter experts, will continue to serve as our technical experts. The departments and VCs that have delegated authority for classifications, have it only for represented positions and positions in PSS grades. No one has been trained nor given delegated authority to classify the new CT payroll titles and grades except HR Compensation.

#### **Payroll and Working Titles:**

We would like to remind you that with the implementation of CT, many of our current payroll titles are going away, such as Director (Functional Area), Assistant Dean, Assistant and Associate Vice Chancellor (AVC). These managerial positions will be mapped to the appropriate CT Manager payroll titles; however, you can continue to use the old payroll title as the working title; however, the AVC title can only be used if it was officially designated.

With the implementation of CT, we are also reviewing working titles for Manager and Director positions. It was agreed that these titles can only be used for exempt positions (those that are not eligible for overtime).