Agenda

• Career Tracks Highlights & Preview of Changes
• Implementation Timeline and Resources
• Final Mapping Worksheet
• Reconsideration
• Your Role
• Foundation for our Future
Designated Mapping Partners, managers and supervisors have partnered with the Project Team over two rounds of reviews, the first of which was blind to proposed salary range and other job attributes.

Approximately 400 Round 2 mapping submissions are currently under review.

Final mapping reports will reflect approved Round 2 updates, and will include rationale for any requests not approved (decisions based on position descriptions provided).
Preview of Changes

Career Tracks Job Title attributes
- Personnel Program (MSP or PSS)
- Exemption status (overtime eligibility)

Career Tracks Salary Range Structure
- New range is effective at time employee transitioned to new Career Tracks job title
- Salary Range proxy for competitive range of pay for comparable jobs in the labor market

What Doesn’t Change?
- Current job duties or function
- Current base pay
- Current working title
<table>
<thead>
<tr>
<th>If Personnel Program is changing...</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To MSP</strong></td>
<td><strong>To PSS</strong></td>
</tr>
<tr>
<td>The increased vacation accrual rate for new job title begins upon the effective date of moving to Career Tracks job title, in accordance with MSP policy</td>
<td>Employee will be grandfathered as a MSP employee and continue to receive all rights and provisions within policy identified for MSP positions.</td>
</tr>
<tr>
<td>And all other employment provisions will apply in accordance with the MSP policy effective upon the date of moving to Career Tracks job title</td>
<td>If in the future employee should vacate Career Tracks job title, the personnel program, with all corresponding rights and benefits, will apply in accordance with the policy assigned to subsequent Career Tracks position.</td>
</tr>
</tbody>
</table>
## Preview of Changes

### If Exemption Status is NOT changing...

<table>
<thead>
<tr>
<th>Non Exempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Career Tracks Titles effective in HR systems 2/12/17</td>
<td>New Career Tracks Titles effective in HR systems 2/1/17</td>
</tr>
</tbody>
</table>

- **Career Tracks Job Title attributes**
  - Exemption Status (Overtime Eligibility)
## Preview of Changes

### If Exemption Status is changing...

<table>
<thead>
<tr>
<th>To Non-Exempt (monthly to biweekly)</th>
<th>To Exempt (biweekly to monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective 4/9/17, any position classified as non-exempt under Career Tracks is eligible for overtime pay in accordance with federal guidelines (Fair Labor Standards Act). All overtime must be preapproved by the employee’s supervisor.</td>
<td>Effective 4/9/17 any position classified as exempt under Career Tracks is not covered by overtime regulations. Employees are eligible to be paid for or take any accrued compensatory time off on record at time of transfer to exempt status.</td>
</tr>
</tbody>
</table>

This date has been selected to allow for a smooth transition to a biweekly pay cycle, and adequate notice for financial planning.
UCSC Career Tracks Timeline

Pre-Implementation
Dec - May

Round 1 Mapping
June - September
- Manager reviews mapping and submits 1st round change requests
- Project Team reviews change requests

Round 2 Mapping
Oct – Dec 2016
- Mapping Partners submit final change requests by 11/17/16
- Project Team reviews change requests to finalize mapping

Final Mapping, Reports and Letters
Jan 2017

Reconsideration
Feb – Mar 2017
- Mgrs submit mapping changes with input from EEs
- Mgrs meet with EEs and share new job title info

GO LIVE
February 2017
## UC Santa Cruz Career Tracks Implementation

<table>
<thead>
<tr>
<th>Date</th>
<th>Implementation Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/9 – 1/13</td>
<td>Final mapping, notification letters and tools released to Mapping Partners. Mapping Partners distribute notification letters to Managers and Supervisors for distribution to employees</td>
</tr>
<tr>
<td>1/10 – 1/20</td>
<td>Managers distribute employee notification letters to staff</td>
</tr>
<tr>
<td>2/1 – 3/31</td>
<td>Reconsideration Period</td>
</tr>
</tbody>
</table>
## Career Tracks Support Activities for Managers and Supervisors

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12</td>
<td>2:00 – 3:00</td>
<td>ReadyTalk*</td>
<td>Managers and Supervisors participate in Implementation ReadyTalk Webinars</td>
</tr>
<tr>
<td>12/12</td>
<td>3:30 – 4:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/14</td>
<td>10:30 – 11:30</td>
<td></td>
<td>Managers and Supervisors attend in-person Brown Bag sessions: support and coaching to prepare them for discussing with their employees’ new CT classifications, including how to handle change and model typical conversations with employees.</td>
</tr>
<tr>
<td>12/14</td>
<td>3:30 – 4:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/12</td>
<td>1:30 – 2:30</td>
<td>Porter Hitchcock Lounge</td>
<td></td>
</tr>
<tr>
<td>1/12</td>
<td>2:30 – 3:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/12</td>
<td>4:00 - 5:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: participants must dial in to hear audio portion of webinar
# Career Tracks Support Activities for Employees

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/17</td>
<td>11:00 – 12:00</td>
<td>ReadyTalk*</td>
<td>Employees attend <a href="#">Town Hall</a> (Webinar or in-person) to learn about what to expect and when, next steps and resources.</td>
</tr>
<tr>
<td>1/17</td>
<td>3:30 – 4:30</td>
<td>ReadyTalk*</td>
<td></td>
</tr>
<tr>
<td>1/18</td>
<td>1:30 – 2:30</td>
<td>College Nine, Namaste Lounge</td>
<td></td>
</tr>
<tr>
<td>1/18</td>
<td>2:30 – 3:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/18</td>
<td>4:00 – 5:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/23 – 2/3</td>
<td>Sign up instructions and locations TBA</td>
<td>Optional <a href="#">Employee Forums</a> - Employees may sign up for individual sessions should they need more context or support regarding how they were classified in Career Tracks once they know their Career Tracks classification. Opportunities for reconsideration. Q&amp;A and discussion. <strong>Note: new job title will not be communicated in Forum if manager has not done so already.</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note: participants must dial in to hear audio portion of webinar
Final Implementation Resources

- Final Mapping Worksheet with Round 2 feedback (if applicable – i.e. Round 2 request not approved)

- Notification Letters for each employee

- Managers’ Guide for Implementing Career Tracks

- Managers’ Guide for Implementing Career Tracks Supplement – if applicable
### Final Mapping Worksheet Elements

#### Current Job Information
- Organization Name
- Department Name
- Mapping Partner
- Employee Name
- Employee ID
- Job Title
- Grade
- Supervisor
- Pers Program
- FLSA
- Range Min
- Range Mid
- Range Max
- Job Family
- Job Function
- Career Level
- Job Title
- Pers Program
- FLSA
- Grade
- Range Min
- Range Mid
- Range Max
- Pers Policy Change?
- FLSA Change?

#### New Career Tracks Job Information
- Employee Notification Letter Type (more information available in January)

#### Round 2 Recap
- From Mapping Partner: Round 2 Mapping Request (family/function/level) and Reason for Request (ex: New Hire)
- From Project Team: Mapping Rationale (if Round 2 Request not approved)
Reconsideration

Reconsideration provides managers and employees with a final opportunity to provide additional or new information not originally considered, in support of a different Career Tracks job title.

Employees must work through their managers should they wish to request a reconsideration of their new Career Tracks job title.

Ultimately the manager is responsible for setting role expectations for staff members of their department.
Reconsideration, consideration

Mapping Partners will consolidate Reconsideration Requests from their unit(s) and submit adds/deletes/changes to the Project Team following the same process as Round 1 and Round 2 input.

Reconsideration Requests must be submitted to the Project Team by 3/31/17. Any job title changes approved through reconsideration will be retroactive to the effective date for the approved title.

Additional instructions on Reconsideration will be available in January.
Mapping Partner Role

• Support your managers, supervisors and employees during the transition period. Acknowledge that change can be challenging and support them while they make the adjustment.

• Encourage all staff to attend Implementation events: Webinars, Brown Bags, Town Halls and Forums

• Remind staff that the reconsideration period starts February 1st and ends on March 31st

• During the week of 1/9 – 1/13, distribute implementation materials to Managers:
  – employee notification letters
  – Manager’s Guide for Implementing Career Tracks

• Notify the CT Project Team immediately of any mapping corrections. Hold letters requiring immediate correction and do not distribute until a corrected version has been provided by Project Team.

• Requests from Round 2 not approved in final mapping worksheet may be submitted during reconsideration along with new supporting documentation. They should not be held at this time.
Manager/Supervisor Role

• Support your employees during the transition period
  – Encourage them to attend employee Town Halls and/or individual Forum sessions
  – Acknowledge that change can be challenging and support them while they make the adjustment

• Remind staff that the reconsideration period starts February 1\textsuperscript{st} and ends on March 31\textsuperscript{st}

• Schedule one-on-one meetings with your employees between January 10 - 20 to review new Career Tracks title and provide the letters. The Manager’s Guide, which will be provided in early January, will help you prepare for these meetings with discussion talking points.
Foundation for our Future

• Career Tracks is just the beginning...

• Ongoing salary, equity and classification communications to follow implementation
Online Resources (see URL below)

- **Job Family and Function Listing** provides an alphabetical listing of all Job Functions, organized by Family
- **Job Function Summary** provides a paragraph description of each Job Function, organized by Family
- **Job Standards** provide standardized or common job information (scope, key responsibilities, required knowledge and skills, etc.) for each Career Tracks job title
- **Job Description Templates** provide customizable word documents for each Career Tracks job title, pre-loaded with job standard information
- **Frequently Asked Questions** provide additional information about the Career Tracks structure and project at UCSC
- **Project updates in the Tuesday/Newsday**

Questions