UC ANR ACADEMIC HUMAN RESOURCES (AHR)
Hiring of Soft-Funded Temporary Positions (Direct Hire/Recruited): First Steps

> **If this positions falls under the Academic Research Contract Series, please refer to the [Academic Researcher Contract](#).**
> **Example: Specialist, Project Scientist, Professional Researcher**

> **Submit to Academic Human Resources no less than <u>180</u> calendar days prior to the requested appointment start date if academic requires a visa or if an open recruitment is needed. Please allow <u>60</u> days for all other requests.**
> *Please allow up to five business days for a response from AHR, which will include a tentative timeframe and next steps.*

To determine the appropriate title and course of action to fill soft funded temporary positions, please consider the following questions:

1. PI Name _____

2. Location of the requested position _____

3. What is your project start date? _____

4. What is the operational need for this position? Please include the project(s) the hire will be working on and the long-term/limited need for the position should funding remain available.

    a. What is the project end date? _____
    b. How long will this appointment be funded for? _____

5. What are the expected duties of the position? Please include summary of duties, including specific roles & responsibilities. For example, assisting or leading workshops, publications, etc.

6. Has the plan been discussed with the financial officer?   ☐ Yes   ☐ No

    If you have not yet done so, please start working with your financial control point to ensure sufficient funding for this hire.

7. Will this be a direct hire or open recruitment?
    ☐ Direct Hire – identified candidate*
    ☐ Open Recruitment**

    *Please note: A compelling justification memo will be required to explain the need for a direct hire appointment. If you think this position will be needed beyond a year, we recommend pursuing an open recruitment.

    **Please note: soft-funded recruitments may take up to 5-6 months to fill the position. Whenever possible, we recommend the initial appointment goes through June 30th to better align with the eligibility period for academic advancement.

    Employees who have an initial appointment of less than 12 months, regardless of FTE, will not be eligible for full benefits. See [Eligibility | UCnet (universityofcalifornia.edu)](#).

8. For direct hires, please describe any professional affiliation you have with the academic.

9. Will this position be expected to do research?   ☐ Yes   ☐ No

10. Is the position expected to have any supervisory duties? ☐ Yes   ☐ No

11. What degree requirement is expected for this position? _____

12. Is this a part-time or full-time position?   ☐ Part Time   ☐ Full Time

    a. If part time, what is the expected appointment percent time (FTE) for the position? _____

13. Is this position expected to be involved in University and public service?   ☐ Yes   ☐ No

    a.   If no, is participation in service restricted by grant funders?   ☐ Yes   ☐ No

14. Is this position expected to participate in professional competence and development?   ☐ Yes   ☐ No

15. Is this position expected to engage with youth? ☐ Yes   ☐   No

    a.   If so, please explain:

16. As the PI/Supervisor, please describe any experience you have supervising an academic.

17. Is there sufficient funding for visa sponsorship?   ☐ Yes   ☐ No
    (If so, contact Becky Sisman at bsisman@ucanr.edu to assess anticipated fees. Please note that the PI is
    responsible for sponsoring appointees with visa requirements, and must cover all costs).

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1. **Bargaining Unit established November 2019 and new ratified contract December 2022:**
   a. The RA Unit is represented by the UAW
   b. Covered titles include Specialists (including Junior Specialist rank), Project Scientists, and Professional Researchers.

2. **Who is not in the Unit?**
   a. Supervisors (must meet HEERA definition of supervisor)
   b. Without Salary appointments
   c. Visiting appointments (must actually be visiting from another institution, per APM 230)

3. **Appointment Length**
   a. Initial appointments leading up to the first merit review shall be for a minimum of one-year terms, provided that there is work, programmatic need, and appropriate funding.

   b. Subsequent reappointments prior to the first merit review must also be for a minimum of one year.

   After first merit review, regardless of the outcome, any reappointments are for normative period of review for rank and step. No exceptions. Layoff procedures are required if there's a need to end any appointment prior to a written expiration date.

Appointment – Assistant Project Scientist example	Minimum Appt Length
Initial Appointment	1 year (or **less with applicable exceptions**)
Reappointment (Pre-Merit)	1 year
Reappointment (Post-Merit)	2 years (normative time)

   c. Academic Researchers who are appointed at steps of indefinite duration must be reviewed at least every five (5) years. Following the review, the Academic Researcher must be reappointed for a minimum of 3-years, which may be followed by a subsequent 2-year appointment to bring the appointee to the next five (5) year review.

4. **Merit and Promotion Review Process**
   a. Merit increases and promotions are based on academic attainment, experience, and performance, and are not automatic.
   b. The contract requires written notification of eligibility at least 6 weeks before their materials are due.

5. **Appointment Percentage**
   a. Workload must be commensurate with appointment percentage.
   b. Academic Researchers may be exempt (monthly) or non-exempt (hourly) based on salary/percentage of appointment.
      i. **Exempt** employees are paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of hours worked. Exempt employees are not eligible to receive overtime compensation or compensatory time off, and are not required to adhere to strict time, record keeping, and attendance rules for pay purposes; but are required to report leave (i.e. vacation/sick) using the Time Reporting System (TRS).

       ii.   **Non-exempt** employees are required to account for time worked on an hourly and fractional hourly basis and are to be compensated for qualified overtime hours (in excess of 40 hours in one workweek) at the premium (time-and-one-half) rate.

   c.   BEST PRACTICES:
      i.   Set work schedule to align with appointment percentage, e.g., 80% = Mon-Thurs
      ii.   Avoid odd appointment percentages, e.g., 60%, not 63.2%
      iii.   Avoid 49% appointments (just shy of eligible for benefits)
      iv.   For any part-time appointee, PI should document how they assign workload in such a way that workload does not exceed appointment percentage.

   d.   Documented temporary extensions are permitted.

6. Layoff and Reduction in Time
   a.   In accordance with union contract, a Layoff or Reduction in Time may be based on documented lack of appropriate funding, lack of work, or change in programmatic need.

7. Non-Reappointment
   a.   Written notice of non-reappointment may be required depending on appointment percent and years of service; refer to the appropriate series article.

8. Off-scale Salary
   a.   Contract permits off-scale components to salary
   b.   Increases to the off-scale components are at the location's discretion
   c.   Off-scale components are not range adjusted

9. Work Authorization Paperwork on Reappointment
   a.   The University is obligated to process work authorization paperwork promptly, including timely submission to the appropriate external agencies according to the University's timelines.

UCnet Academic Researchers Unit (RA Unit) Bargaining Unit webpage:
https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/index.html

Additional Information:
   A.   Commute vs Business Travel:
- Travel Status: When an employee is traveling for official University business (i.e. on a business trip or attending an off-site meeting or conference). Please contact the Business Operations Center (BOC) for questions related to business travel expenses.
- UC does not reimburse for travel expenses between an employee's residence and work headquarters (**commuting** expense).