

DIVISION BUSINESS SERVICES

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Agriculture, Life &
Veterinary Sciences &
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MEMORANDUM

Date: September 23, 2019

To: Classified Staff & Appointed Professional Employees of ALVSCE

From: Jeffrey Ratje, Associate Vice President, ALVSCE

A handwritten signature in blue ink, appearing to read 'Jeff M. Ratje'.

RE: UCAP Mapping Data

On September 1, UA Human Resources shared the results of the yearlong University Career Architecture Project (UCAP) mapping process with the Vice President and me. UA HR will send each of you an official individual notice with your UCAP mapping and salary range on October 29, but I chose to post this data in advance of that date to support you in the review of your mapping. It is available at the [UCAP in ALVSCE](#) page under “ALVSCE Communications and Presentations,” and is a snapshot from August 29.

Salary range data is being revised by UA HR. Since this information is still fluid, the salary ranges will be shared once finalized by October 29.

Please discuss your mapping with your supervisor, who should help you in this process. In a memo dated September 18, 2019, Vice President Burgess asked all supervisors and unit leaders to proactively communicate with you regarding the UCAP mapping. The iterative calibration phases of UCAP resulted in multiple revisions to the mapping under direction from UA HR. Your supervisor’s original mapping may not be the same mapping you see today.

Opting-In – Classified Staff

Classified Staff must decide if they wish to “opt-in” to UCAP and accept the new title and salary structure to which their position has been mapped. If Classified Staff do not opt-in by the UA deadline, the default is to opt-out of UCAP and retain your classification as a Classified Staff employee.

Opting-In – Appointed Professionals

Appointed professionals will automatically be opted-in to UCAP and do not have the option to opt-out.



Reassessment of Mapping (previously called “appeal”)

Between October 29 and November 15, all Classified Staff and Appointed Professionals will be able to request a reassessment of the mapping for their position (function, family, and/or career stream). ALVSCE supports an employee’s choice to request reassessment if they believe they’ve been mis-mapped. Employees are not alone in this process and should seek support from the listed contacts. If Classified Staff want a reassessment, they must concurrently opt-out **and** request reassessment by November 15. UA HR will provide further instructions for this process with the employee notification. Once this is available, it will be added to the [UCAP in ALVSCE](#) page.

University Staff Policies and Guidelines

The [draft University Staff policies](#) are now available for public comment. These are the employment policies for those who opt-in to UCAP. I encourage you to review them and provide your feedback to UA Human Resources. HR is receptive and making regular revisions to the policies as a result of the feedback. Your shared governance representatives within ALVSCE have been soliciting, compiling, and providing feedback as well. Please reach-out to them with concerns or feedback.

FLSA Training

In conjunction with UCAP, positions have been compared to the Fair Labor Standards Act (FLSA). As a result, approximately 100 employees in ALVSCE will change from exempt (salaried) to nonexempt (hourly), or vice versa, based on their mapping. Employees should make themselves aware of their protections under FLSA. As a federal determination, a change to an employee’s FLSA status is not grounds for a reassessment. Training on FLSA will be available for all ALVSCE employees and supervisors. Dates, times, locations, Zoom (online) registrations, and recordings can be found at the [UCAP in ALVSCE](#) page for trainings that will be delivered through October 9.

Resources

Visit the [UCAP in ALVSCE](#) page in Compass, the employee resources website, to stay apprised of communications, happenings, and resources regarding UCAP.

UA open forums regarding benefits will be available between October 29 and December 6. If you are thinking about changing your retirement plan as a result of UCAP, please carefully review your options and deadlines.

Important Dates

- **October 29**, employees will be sent their individual mapping and salary data
- **November 15**, deadline to submit all documents for a reassessment
- **December 6**, deadline for Classified Staff to opt-in without requesting a reassessment
- **January 27**, University Staff classification goes live

Contacts

- Your supervisor or unit leader
- Your unit's business officer
- [Eric Kay](#), UA Human Resources Consultant for ALVSCE
- [KC Armenta](#), UCAP coordinator for CALS, AES, and Vet Med
- [Carolyn Greeno](#), UCAP coordinator for Cooperative Extension
- [Robert Lanza](#), shared governance representative, Chair of the Staff Council
- [Brian Berrellez](#), shared governance representative, Chair of the Appointed Professionals Council

CC: Supervisors of ALVSCE
Unit Heads & CEDs
Executive Council
Eric Kay