

AN UPDATE FROM EXECUTIVE VICE PRESIDENT LAPP

Re: UCOP restructuring update for week of May 12, 2008

- **Job changes**
- **Streamlined process for classifying jobs**
- **Brown Bag meetings**

Dear Colleagues:

Given that many UCOP units have begun, or will begin soon, moving into the implementation phases of their restructuring, this week's update focuses on job changes and a new job classification process that UCOP is moving toward as part of the restructuring effort. Also, during this week's brown bag meeting we will provide updates on the latest restructuring news, including budget and other developments out of this week's Regents meeting.

Job changes

As units are reconfigured and consolidated, existing positions will necessarily change. In some cases, new jobs will be created and announced. In other instances, positions will be redefined, or possibly eliminated as work is transferred out of OP. In many areas, the timing and extent of these changes remain uncertain; however we wanted to outline for employees the various scenarios UCOP employees may be facing in the weeks ahead. While you may not yet know if or how your job will be impacted, this information is designed to help you understand and prepare for possible changes to your job, including the possibility that you may be applying for a new position. The attached fact sheet outlines the range of possible job scenarios associated with each category of restructuring activity, and their respective impact on employees.

Also, as a reminder, UCOP Human Resources is offering a range of programs and support services to help employees during the restructuring process, including coaching on resume writing and interviewing skills. More information about these free services is available at

http://hrop.ucop.edu/jobs/career_services.html

Streamlined process for classifying jobs

In conjunction with the overall restructuring, UCOP is developing a new, streamlined process for classifying the newly created and redefined non-represented jobs at OP. The new process incorporates market survey data and benchmark analysis so that the new job descriptions and position classifications are better aligned with the external market, both in terms of function and salary. A UCOP HR project team is working with the various restructuring work groups to translate the results of their organizational reviews into new job descriptions. As job descriptions are finalized, they will be entered into Classification and Applicant Tracking System (CATS) to begin the formal classification and

employment processes. Eventually, we will also review those positions which remain relatively unchanged by the restructuring to ensure consistency with other positions and with the external market. While changes to individual positions will not necessarily result in adjustments in salary, we will be reviewing budgets and market conditions over the coming months in order to assess any salary issues associated with this process that may need to be addressed.

Brown Bag meetings

The next brown bag lunches will be held this Friday in the Franklin Building, and next Tuesday in the Kaiser Building. Michael Reese and Rene Jackson will provide updates on the latest restructuring news, including budget and other developments out of this week's Regents meeting, and will take your questions on the job change and classification processes described above.

- Friday, May 16, Franklin Room 10325, Noon to 1:30pm
- Tuesday, May 20, Kaiser Room 1217, Noon to 1:30pm

Please feel free to grab your lunch and attend, or listen from your desk:

Dial: 866-740-1260

Access code: 4309789

Katie

Possible UCOP Job Scenarios

As units are reconfigured and consolidated, and departments are reorganized, some existing positions will change or be eliminated, and some new jobs will be created. To help you understand this process, following is a summary of the general guidelines and principles governing how new positions are being formed and filled. There may be variations based on particular situations.

Scenario	Employee impact	Description
New job in a new unit	Apply	Employees whose work may be eliminated due to new jobs being created in a new organizational unit will need to apply for the new position.
Same job currently performed in multiple units are being consolidated into one unit	Apply	Employees with jobs that are being consolidated and reduced in number (i.e., fewer jobs for same number of people) will need to apply for positions.
Same job in the same department but fewer of them	Reassign or Layoff	Employees may be reassigned. If laid off, PSS and represented are laid off by seniority. *
Mostly same job, but with some new duties within the same department	Reassign	Employees with jobs that are mostly staying the same (not significantly redefined) will likely be moved into existing/new positions.
No change in job	No impact	Employees whose jobs are not being redefined will not be impacted – they simply remain in the same job.
Job no longer exists	Layoff or Termination of Appointment	Employees whose positions are being eliminated will need to look for alternative employment.

* - see applicable policy and bargaining unit contract.

QUESTIONS & ANSWERS on Job Openings During UCOP Restructuring

Q. Under what conditions will I have to apply for my job or a new job?

A. If the kind of work you do is also performed by a number of others throughout OP and is being consolidated, or if your unit is reorganizing, your position may be impacted and you may need to apply for one of the new positions – see your supervisor to find out. Contact Human Resources (HR) if you have questions about posted jobs.

Q. Who will be making hiring/staffing decisions?

A. Division leaders, in consultation with UCOP leadership and HR.

Q. What happens if I don't get a position that I apply for?

A. UCOP HR is offering a variety of services to help employees look for and transition to a new job, both within and outside of OP. If you apply for one of the new OP positions and are not selected, UCOP HR can help you assess your options. More information about these services is available at <http://hrop.ucop.edu/>

Q. What exactly are “seniority rights” and how do they work?

A. If there are layoffs, our labor agreements and UC policy dictate that represented employees and PSS employees be laid off in order of inverse seniority. If an employee in a represented or PSS position with more seniority than other employees in the same title code and layoff unit is identified for layoff, that employee has the right to take the position being held by the least senior employee in the same job title and layoff unit provided the more senior employee is qualified to perform the duties of the least senior position. Employees in MSP and SMG positions do not have seniority rights.

Q. Am I able to apply for an open job outside my current unit?

A. Yes. If you see a job in another unit that interests you and that you think matches with your skills, you are welcome to apply for it.

Q. Will I have to compete against outside (non-OP) candidates if I apply for a new job?

A. Initially, new positions will be open only to OP employees. If there are no or not enough internal OP candidates that are qualified for the new position, then the recruitment will be opened up to external candidates.

Q. How do I know if I should apply for a new job opening when I'm uncertain about the future of my current position?

A. If you are interested in a job, apply for it. It is better to put yourself out there and keep your options open than to wait.

Q. It has been a while since I've had to apply for a job. Can I get some help in preparing?

A. Yes. HR is offering a variety of services to help employees with resume writing, interviewing skills, and other related needs. More information about these services is available at <http://hrop.ucop.edu/>

Q. What happens if a significant number of people leave my unit, but I don't – will workload be adjusted so that remaining staff aren't saddled with the work of several people?

A. UCOP leadership and unit leaders are very sensitive to this issue and are watching it carefully. If a particular area loses a significant number of staff, because of the Voluntary Separation Program, consolidation, reorganization, or some other reason, and if the reorganization calls for it, new staff will be hired to “backfill” the gap created by the significant loss of staff. Otherwise, the workload will be adjusted.

Q. How does the integration of the UCOP Human Resources office into UCSF impact job openings, etc.?

A. It won't impact them. The UCOP Human Resources office will continue to be responsible for this work.

Q. As a supervisor, what can I tell my staff about how to prepare when I don't have information about the future organization?

A. Encourage your staff to prepare for the possibility of job changes by taking advantage of the resources available through UCOP Human Resources; making an effort to stay informed about the many changes being announced each week; and applying for open positions for which they are qualified.