

**Administrative Managers Group
(ADMAN)
Board of Directors Meeting
Meeting Minutes
July 20, 2023
3:00 – 5:00 pm
In-person (RMI 1207) & Zoom**

All ADMAN members are welcome to attend monthly Executive Board Meetings

1. Welcome/Announcements **3:30 – 3:35 pm**

- a. General Updates and announcements

Open positions on the ADMAN board, Vice Chair, Co-Chair, Treasurer and Communications.

2. Grad Studies presenting **3:35 – 4:00 pm**

New Contract Highlights – Postdocs

Grad studies team has expanded!

Expanded Academic HR Team

- Nicole Dyer – Academic HR Analyst 3
- Nicole Morrill – Academic HR Analyst 4
- Tracey Pereida – Academic HR Analyst 5

Primary Email Contact: gsacadpers@ucdavis.edu

Who are we talking about?

Postdoctoral Scholars (PX)

Postdoctoral Scholars - Employee, Fellow, Paid Direct, Interim & Non-Exempt

Academic Student Employees (BX)

Associate Instructor, Teaching Assistant, Reader & Tutor

Graduate Student Researchers (BR)

Graduate Student Researcher, TC 3282

*New Effective Fall
2023*

GSR-FELLOWSHIP-NO REM, TC 3140
GSR-FELLOWSHIP-TUIT&FEE REM, TC 3141
GSR-TRAINEE-NO REM, TC 3150
GSR-TRAINEE-TUIT&FEE REM, TC 3151

Bargaining Background

Postdoctoral Scholars (PX)
Academic Student Employees (BX)
Graduate Student Researchers (BR)

- Began July 2021
- UC Davis representatives on the systemwide teams
- Campus leadership was aware of concepts & details
- **No one imagined these salary increases**
- **New concepts and benefits now must be institutionalized**

No one imagined that we would have this large of salaries to cover. This is a big change that will be evolving as we go.

Contract Timing

Postdoctoral Scholars (PX)
Academic Student Employees (BX)
Graduate Student Researchers (BR)

- Contracts effective December 2022
- 3-year duration ASE & GSR, renew 2025
- 5-year duration Postdocs, renew 2027
- Wage increases April 2023 & each October
- Fall 2023
 - **Experience steps for ASE & GSR**
 - Dependent coverage w/SHIP
 - Childcare benefit for Postdocs

Range adjustments in April 2023 off cycle and again in October

Dependant coverage

Childcare benefit – no process but forthcoming

What We Don't Know - What is coming...

- Final contract versions still to be published
(<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html>)
- Details about a central campus tool to help determine wage experience quarters
- Guidance from UCOP about how to determine which trainees and fellows need to be included in the unit
- Guidance on Student Financial Support Plans (formerly known as Compensation Plans)
- Leave Reporting System for graduate student employees
- Process for Postdoc Childcare Reimbursement

Working on developing a system around

Student compensation plans? It is set by the contract but we are going to work on developing guidance around student financial support. We need to really think of them as employees.

Leave time to be tracked will possibly use an existing system or developing a new system.

Postdoctoral Scholar (PX)

- Compensation
 - **New UC Salary Scale** - no longer tied to NIH
 - **Annual Range Adjustment** (October)
 - **Experience-based pay increases annually (Oct or April)**
- Childcare benefit - \$2,500 – **beginning October 2023**
- Leaves expanded to **8 paid weeks** per year
- Initial Appointment – **2-year duration (early release option)**

*We have always been at the whim of NIH, now we have a UC salary scale
Post docs will have a level up / 2 x a year based on Lawrence Livermore Lab
When you renew a post doc now, the range will increase and be automatic based on hire date and pre-determined cycle.*

Academic Student Employees (BX)

- Compensation Increases – 4/1/23 & 10/1 each year
- **Experience-based salary points** begin Fall 2023
- Leaves expanded to **8 paid weeks per year**
- Fee remission to cover **all campus-based fees & dependent SHIP premiums Fall 2023**
- Much of the contract remained the same

Experience Based Placement - TA Beginning Fall 2023

Minimum Experience Requirements	TA Salary Point Minimum
No experience as a TA	1
3 quarters as a TA at 25%+ FTE at the same campus.	2
6 quarters as a TA at 25%+ FTE at the same campus	3

Graduate Student Research (BR)

- **Required Appointment Notification**
- Compensation Increases - 4/1/23 & 10/1
- Salary Scale compression from ten steps to six points – April 2023
- **Experience-based salary points begin Fall 2023**
- Leaves expanded to **8 paid weeks per year**
- **Paid Time Off (PTO) & eliminated VAC**
- Fee remission to cover **dependent SHIP premiums – Fall 2023**

Template letter is now a requirement of the contract.

Important, workload has to be measurable, workload and expectation has to be matched to effort and compensated accordingly – work effort to match payable wages

Experience Based Placement - GSR Beginning Fall 2023

Minimum Experience Requirements	GSR Salary Point Minimum
No experience as a GSR	1
3 quarters as a GSR at 25%+ FTE at the same campus.	2
6 quarters as a GSR at 25%+ FTE at the same campus	3
Sole discretion to place at higher salary points than the minimums above.	4-6

More information coming soon about Fall!

TAs and GSRs are going to see a huge increase. Around 6%

Articles to Review & other Considerations

Postdoctoral Scholars (PX)
Academic Student Employees (BX)
Graduate Student Researchers (BR)

- Time & Commitment - Workload (GSRs)
- Discipline & Dismissal
- PTO vs VAC (GSRs)
- Leaves - All 8 weeks of Paid Family Leave per year
- Reasonable Accommodations - DMS
- Respectful Work Environment (Abusive Conduct Policy)
- Past Practices (GSR)
- Appointment Notification & Security (All)
- Supervisor Role (especially w/GSRs)

FTE must be in rounded effort amounts

Dismissals – work with grad studies!

Entitlement to leave!

Need for accommodations, interactive process starts at the department.

Respectful work environment, campus pushing out guidance and training.

Appointment notification / security of employment mandatory

Change in culture, faculty are supervisors and mentors

Challenges

Postdoctoral Scholars (PX)
Academic Student Employees (BX)
Graduate Student Researchers (BR)

- Time & Commitment - Workload (GSRs)
- Wages
 - Postdoc - Fellow & Paid Directs
 - GSR/ASE experience placement (beginning Fall 2023)
- Appointment Notification & Security (All)
- Supervisor Role (especially w/GSRs)
- 299 units vs GSR employment

Giving guidance from UCOP, academic senate has provided some guidance around 299 units

Resources

Grad Studies Academic Personnel Office Hours BI-weekly

Academic Personnel Team office hours every other Friday via Zoom from 9-10am, next one Friday/tomorrow May 19th.
Zoom link is <https://ucdavis.zoom.us/j/93249950719?pwd=UkYyOWpqMkpQNGdCSkNlUaGIEtZmUT09>

GS Academic Personnel Team (gsacadpers@ucdavis.edu)

Contract Guidance Page - Resources, Tools, FAQ <https://grad.ucdavis.edu/contract-info>

Disability Management (Student & Employee) <https://grad.ucdavis.edu/disability>

Abusive Conduct in the Workplace <https://hr.ucdavis.edu/departments/elr/policies/abusive-conduct>

Disability management link, 2 offices and accommodations for both learning and physical

Questions:

1. Since GSR don't use timesheets, their PTO usage would not actually be reflected in the financial ledgers or payroll reports, how should departments adjust the GSR effort being charged to research projects in order to account for the PTO usage?
2. Regarding GSRs accrued PTO not transferring to new appointments (it is a use-it-or-lose-it benefit and has no monetary value upon separation). When is a GSR appointment considered a new appointment with regards to PTO (if GSR appointments are normally hired on a quarterly basis by the department, would each hire be considered a new appointment despite the home department remaining the same)?

Questions continued:

3. Currently there appears to be little coordination across graduate groups on campus regarding how the agreements/contracts for Graduate Student GSR appointments are disseminated; some Graduate Groups are saying that the hiring department needs to give these to the students. Others are saying that the Graduate Group the student is in should give the students their agreements. This has been problematic for our departments to determine who is doing what and ensuring each GSR has an agreement signed by the PI and the student. Will there be any further coordination at the campus level regarding from whom these agreements should be disseminated?
4. What types of questions are being asked of them? Are they from Grad Group/Program Coordinators, faculty, students/post docs?
5. How can ADMAN help to support you and make this transition go more smoothly?
 1. *PTO can't be charged to grant, UC*
 2. *Use it or lose it, can not be paid out. Does not follow to another department. Extensions in same dept gets carried over.*
 3. *The department is responsible and PI supervisor.*
 4. *FAQ page, from faculty where is \$ come from*
 5. *Help disseminating information, academic personnel, tools and resources in AP and office hours!*

<https://grad.ucdavis.edu/contract-info>

Questions continued:

6. Is there any new information that would be helpful for us to have now that the program is rolling out?
7. If an extramurally-funded traineeship has a fixed stipend amount that is below the required GSR salary scale step for an employee, then what options/mechanisms are available for the department to supplement the salary? (Previously, we would employ the student with a supplemental GSR on another award. Now that may not be possible.)

6. *Working on resources and continual training for employees.*

7. *Method of supplementing pay is using Banner, fellowships should be in full dollar amounts.*

New title codes, will those be reflected as payroll/employment or fellowships? They will look like fellowships, separate codes.

GSR title codes / fellowship trainee – extramural grants and fellowships? If an exchange for work being done at the direction of faculty, key elements that will fall within the unit. More guidance coming.

What is the minimal annual increase for level 4 GSR? No requirement to move them up. Nothing beyond level 3 to move up. They would get COLA but not salary point movement.

Best practice - Run leave accrual reports regularly, impacts current grant on at time of separation. Should hit central fund source.

Will there be a GSR code with no fee remission?

Need to understand what the new title code will look like...more information to come!

Is it best practice for PI to notify hiring department and therefore GG coordinator is not involved in coordinating with hiring department? We've had several breakdowns in communication with this order of operations which has had negative impact on students.

Should be PI, every unit and dept operates differently however.

Grad students assigned in expensive overseas countries best practice to have higher wages? Not sure, trying to get clarification...hire at higher salary percentage or higher step, but there are risks with both.

Summer compensation for AI? Follow what was paid before or higher.

Next Meeting:

June 15th 3:30-5:00pm

