



Date: September 14, 2020

Employee Name

RE: Career Tracks Classification – Title Change

Your position will soon be moving into a new classification system for **non-represented staff positions**, which is being implemented at all UC campuses and medical centers. The system is called Career Tracks and it offers a standard set of job families and functions designed to help employees develop their careers within UC Irvine and across UC. The transition to the Career Tracks classification system will not affect your current job responsibilities or base pay.

To help you understand this change, we have provided details specific to you in this letter. In addition, resources related to Career Tracks such as FAQs and new job standards are posted on the [Career Tracks Web Site](#).

The information below reflects changes that will apply to the position you hold when it converts to a Career Tracks job family and function. **These changes will be effective on the date shown below in your classification profile.**

YOUR CAREER TRACKS CLASSIFICATION PROFILE		
	Current	Career Tracks effective (insert date from mapping file)
Payroll Title (will also appear on paycheck)	<i>Insert current payroll title</i>	<i>Insert new payroll title</i>
FLSA Exemption Status	<i>Insert current exemption status</i>	<i>Insert new exemption status</i>
Personnel Program	<i>Insert current per prog</i>	<i>Insert new per prog</i>
Salary Grade	<i>Insert current grade</i>	<i>Insert new grade</i>
Salary Range	<i>Insert current pay range min, mid, max</i>	<i>Insert new pay range min, mid, max</i>

Should you have any questions or concerns regarding this change, please contact your department HR Representative.

Sincerely,

Manager Name
Manager Title

cc: Personnel File
Attachment: Informational Sheet



Employee Information

Definitions

- **Managers & Senior Professionals (MSP)** positions provide leadership, professional expertise and accountability at the highest levels to major organizational units or programs. They identify objectives, direct programs, manage resources, formulate strategy, and function with a high degree of autonomy.
- **Professionals & Support Staff (PSS)** positions provide administrative, professional, technical, and operational support through independent judgment, analytical skill, and professional or technical expertise. Or, are responsible for providing clerical, administrative, technical, service and maintenance support.
- **Fair Labor Standards Act (FLSA)** is a Federal law which sets out various labor regulations, including whether employees are exempt or non-exempt from FLSA overtime regulations. The UC system-wide Compensation Office, in compliance with the legal requirements of the FLSA, establishes the overall FLSA exemption status for jobs. (University of California – Policy PPSM-30: Compensation)
 - **Non-exempt** employees are employees who, based on the duties performed and the manner of compensation, are required to account for time worked and sick leave, vacation, and other leave on an hourly and fractional hourly basis. The FLSA requires that these employees be paid overtime at the premium (time-and-one-half) for actual time worked in excess of 40 hours per week.
 - **Exempt** employees are employees who, based on the duties performed and the manner of compensation, are exempt from the FLSA minimum wage and overtime provisions. Exempt employees are paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of the hours worked. They do not receive premium overtime, straight overtime or compensatory time for working more than 40 hours in a workweek.

Reconsideration Period

If you feel your position was incorrectly mapped, there is a period of reconsideration. Please work with your direct manager to submit the paperwork required to support a reconsideration of the original decision. Any changes approved through reconsideration will be retroactive to the Career Tracks effective date shown in “Your Career Tracks Classification Profile.”

The deadline to submit a request for reconsideration is October 30, 2020. If your FLSA status is changing, or your new payroll title is covered by a bargaining unit, your reconsideration submission deadline will be October 16, 2020.