LEAVE PROCESSING FOR FIRE FIGHTERS WITH 56/HOUR WEEK SCHEDULE

Payroll Coordination
Office of the President
University of California
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Exhibit A  Leave Accrual Table  
Exhibit B  Leave Rate Table  
Exhibit C  Leave Accrual Code Information  
Exhibit D  Title Code Table, All Titles—Common Information  
Exhibit E  System Parameters Table
Purpose

The purpose of this document is to request that new leave tables be established for use in connection with 56/hour Fire Fighter titles.

Background

Currently, two campuses, Santa Cruz and Davis employ Fire Fighters. At the Santa Cruz campus, Fire Fighters operate under a 56 hour week schedule following adoption of provisions of Section 207(k) of the Fair Labor Standards Act. Santa Cruz established alternative work periods consisting of a 27-day cycle, where, within each cycle, employees normally work a minimum of nine, 24-hour shifts, with an Average Working Hours of 243.3 monthly.

Fire Fighters at the Davis campus are subject to both a 56-hour per week schedule and a 40-hour per week schedule. Only a few Fire Fighters are on the 40-hour schedule, most are on 56-hour schedule.

Fire Fighters at Santa Cruz and Davis who are subject to the annualized average 56-hour week annually work 2920 hours. Because the Payroll/Personnel System (PPS) currently does not recognize the 56-hour work week, the automated leave accrual process does not generate leave accruals based on this schedule. As a result, both the Santa Cruz and Davis campuses have had to operate a special manual leave process to calculate the correct leave accrual for their 56/hour Fire Fighters.

Requested Changes

In order for the PPS to recognize the 56-hour work week and to eliminate the need for the special manual leave process used by both campuses, the 56-hour workweek should be defined as a secondary schedule for the Fire Fighters. The secondary schedule should apply to the following positions, which belong to the “TX” Title Unit Code (EDB2029):

<table>
<thead>
<tr>
<th>Title Code</th>
<th>Title Name</th>
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<tbody>
<tr>
<td>9801</td>
<td>Fire Captain – 56 Hours</td>
</tr>
<tr>
<td>9806</td>
<td>Fire Specialist I – 56 Hours</td>
</tr>
<tr>
<td>9807</td>
<td>Fire Specialist II - 56 Hours</td>
</tr>
</tbody>
</table>
As part of the change to generate leave accruals based on the 56-hour work week:

- A new Leave Accrual Table, should be developed to associate the Title Unit Code, TX, with the suggested Special Handling Code, F, 24-hour work hours per day, and Rate Schedule Code appropriate for the location. Exhibit “A” contains a sample Leave Accrual Table form.

- A new Leave Rate Table should be established per sample Exhibit “B”.

- The appropriate leave accrual code associated with the Fire Fighters should be added to the Bargaining Unit Table as displayed on sample Exhibit “C”.

- A unique Special Handling Code, “F”, should be assigned to the 56-hour Fire Fighter title codes as shown in the sample Title Code Table, form UPAY 787 (Exhibit “D”).

- A new parameter with the annual work hours of 2920 should be established. Exhibit “E” contains a sample copy of the System Parameters Table displaying the suggested format of the information.