

# UCAP UPDATE SPRING 2019

## PROJECT TIMELINE



We have revised the implementation date to January 27, 2020, after considering the following factors:

- Additional time invested to **engage the campus community in validating and calibrating position mapping.**
- Time to ensure a thorough **review of the market strategy and financial impact.**
- Additional time for **education and understanding** of the new career architecture to ensure transparency in our new structure.

## Approved Policy Changes - University Staff

- ✓ **Vacation Accrual Rates:** Vacation accrual rates and balances will not be reduced for current employees. Vacation accrual rates will be 22 days per year for University Staff employees (FTE proration and eligibility still applies). This would increase the accrual rate for classified staff with less than five years of service, who elect to move to University Staff.
- ✓ **Retirement Plan Elections:** Employees can maintain current retirement plan elections. Upon implementation, employees hired into the management or professional contributor career streams and classified employees mapped into those streams will have the option of ASRS or ORP retirement plan election.

## What is Next? Summer 2019



### Pay Structure:

Assessing market data and designing a new pay structure, including pay grades and ranges.



### Policy Review:

Policies and pay administration guidelines impacted by UCAP will be considered for revision where applicable.



### Develop Implementation Plan:

Thorough and thoughtful plan to engage employees and ensure alignment of our implementation strategy with our financial resources.

## Looking Forward – Fall 2019

- **Architecture Implementation:** The new structure, University staff policies and procedures, and position mapping will be implemented. Resources and training will support the transition to the new Career Architecture.
- **Employee Notification:** All employees in scope of the project will receive notification of how their position was mapped to the architecture and its corresponding pay grade. Employees who are currently classified staff have the option to remain classified staff.
- **Review Process:** Employees were encouraged to engage in UCAP by completing their position description. There will be a process for employees and supervisors to request an additional review of the placement of a position in the architecture.

## What is NOT changing?

- You may retain your current title as a working title
- Your pay will not change as a result of UCAP
- Your retirement plan elections can remain the same
- Your vacation accrual rates and balances will not be reduced

## How can I learn more about the project?

- Visit the [UCAP website](#)
- Attend employee information sessions – more information and dates to come
- Email UCAP team with questions [hr-ucap@email.arizona.edu](mailto:hr-ucap@email.arizona.edu)

