

ARTICLE 4
DEFINITION, CRITERIA, TERMS OF SERVICE FOR APPOINTMENT, MERIT
INCREASE, PROMOTION, AND CAREER STATUS
(May 29, 2014—Final)

A. DEFINITION

The Librarian Series is used for academic appointees who provide professional services in the University libraries in support of the University's educational, research, and public service functions. These services include:

1. Selection and development of resources;
2. Bibliographic control of collections and their organization for use;
3. Reference and advisory services;
4. Development and application of specialized information systems;
5. Library non-managerial administrative duties as defined by HEERA; and

HEERA is the State of California's Higher Education Employer-Employee Relations Act. For additional information see:
www.perb.ca.gov/laws/heera.aspx

6. Research where necessary or desirable in relation to the foregoing.

B. CRITERIA FOR APPOINTMENT

1. A candidate for appointment shall have a professional background of competence, knowledge, and experience to assure suitability for appointment to this series. Such background will normally include a professional degree from a library school with a program accredited by the American Library Association. However, a person with other appropriate degree(s) or equivalent experience in one or more fields relevant to library services may also be appointed to this series.
 - a. Selection of an individual to be appointed to the rank of Assistant Librarian is based upon the requirements of the position with due attention to the candidate's demonstrated competence, knowledge and experience. A person appointed as Assistant Librarian without previous professional library experience should normally be appointed at Step 1 or the first salary point. A person who has had previous experience relevant to the position may be appointed to one of the higher salary steps/points in this rank, depending on the candidate's aptitude, the extent of prior experience, and/or the requirements of the position.

- b. A candidate with extensive previous relevant experience and superior qualifications may be appointed to one of the two higher ranks in the series.

C. CRITERIA FOR MERIT INCREASE, PROMOTION AND CAREER STATUS ACTIONS

1. At the time of original appointment to a title in this series, each appointee shall be informed that continuation, advancement, or promotion is justified only by demonstrated superior professional skills and achievement. Promotion may also depend upon increased responsibility as well as growing competence and/or contribution in the candidate's position. This is assessed through objective and thorough review. If, on the basis of a review, the individual does not meet the criteria for continuation or advancement, there is no obligation on the part of the University to continue, advance or promote. Promotion may also be tied to position change. The assumption of administrative responsibilities is not a necessary condition for promotion.
2. In considering individual candidates, reasonable flexibility is to be exercised in weighing the comparative relevance of the criteria listed below. A candidate for merit increase or promotion in this series shall be evaluated on the basis of the first of the following criteria, and, to the extent they are relevant to the candidate's career path, on at least one or more of the last three:
 - a. Professional Competence and Quality of Service within the Library
Although contribution in each of the following areas will vary considerably from person to person depending on each person's primary functions as a librarian, performance and potential shall be reviewed and evaluated in any or all of the six major areas of librarianship

Refers to Article 4.A.1-6.

Additionally, librarians should be evaluated on consistency of performance, grasp of library methods, command of their subjects, continued growth in their fields, judgment, leadership, originality, ability to work effectively with others, and ability to relate their functions to the more general goals of the library and the University.

Evidence of effective service may include, but is not limited to, the opinions of faculty members, students, or other members of the University community as to the quality of a collection developed, for example, or the technical or public service provided by the candidate; the opinions of professional colleagues, particularly those who work closely or continuously with the appointee; the opinions of librarians outside the University who function in the same specialty as the candidate; the effectiveness of the techniques applied or

procedures developed by the candidate; and relevant additional educational achievement, including programs of advanced study or courses taken toward improvement of language or subject knowledge.

b. Professional Activity outside the Library

A candidate's professional commitment and professional contributions to the library profession should be evaluated by taking account of such activities as the following: membership and activity in professional and scholarly organizations; participation in library and other professional meetings and conferences; consulting or similar service; outstanding achievement or promise as evidenced by awards, fellowships, grants; teaching and lecturing; or editorial activity.

c. University and Public Service

Evaluation of a candidate's University and Public Service should take into account University-oriented activities including but not limited to the following: membership or chairmanship of administrative committees appointed by the Chancellor, University Librarian, or other university administrative officers; and memberships or chairmanship of other University committees, including those of student organizations and of departments and schools other than the Library such as service on thesis or dissertation portfolio committees. Public service includes professional librarian services to the community, state, and nation.

d. Research or Other Creative Activity

Research by practicing librarians has a growing importance as library, bibliographic, and information management activities become more demanding and complex. Librarian engagement in academic research enhances their ability to relate their functions to the more general goals of the university. It is therefore appropriate to take research into account in measuring a librarian's professional development. The evaluation of such research or other creative activity should be qualitative and not merely quantitative and should be made in comparison with the activity and quality appropriate to the candidate's areas of expertise. Note should be taken of continued and effective endeavor. This may include authoring, editing, reviewing or compiling books, articles, reports, handbooks, manuals, and/or similar products which are submitted or published during the period under review.

D. TERMS OF SERVICE

1. An appointment in this series may be an explicitly temporary appointment, a potential career appointment, or a career appointment, depending on the circumstances as described below. However, an initial appointment to a title at any rank in this series may only be a temporary appointment or a potential career appointment. The status of career appointment is achieved only after a trial

period in potential career status. Under an exceptional circumstance, such as individuals who have already acquired career status or the equivalent, the Chancellor or Chancellor's designee may grant career status upon hire.

2. A potential career appointment is distinguished from an explicitly temporary appointment by the fact that no definite date of termination of the appointment is specified and by the fact that the appointee is regarded as one who may qualify, after a suitable trial period and careful review, for a continuing career appointment.
3. Potential career appointees in the librarian series are eligible for career status, merit increases, and promotion through the ranks from Assistant Librarian to Librarian.
4. Temporary appointees are eligible for merit increases on the same basis as potential career and career status appointees and judged on the major areas of librarianship. Temporary appointees whose next successful review would move them to another rank must provide a review file prepared in accordance with library and campus guidelines and procedures. Temporary appointees are not eligible for career status.
5. The following principles and procedures shall be applied to appointments, promotions, and terminations of potential career or career appointees.
 - a. An individual holding the rank of Assistant Librarian and whose appointment is not explicitly temporary is considered to be in potential career status for the period of the appointment in this rank. During potential career status, the individual shall be subject to periodic reviews of performance, professional competence, achievement, and potential for further professional growth. If, after such reviews, the appointee is promoted from the rank of Assistant Librarian to a higher rank in this series, the individual is thereby moved to career status. On the other hand, an Assistant Librarian is subject to termination after due notice if, after thorough review and a reasonable trial period (not more than six years), he or she is not deemed worthy of further advancement.
 - b. An individual whose initial appointment in this series is to the rank of Associate Librarian and whose appointment is not explicitly temporary is considered to be in potential career status for a trial period of not more than four years and not less than two years in the rank, unless promoted sooner to the rank of Librarian. During potential career status, the individual shall be subject to periodic review of performance, professional competence, achievement, and potential for further professional growth. The trial period will be brought to a close with one of three decisions made after appropriate review as specified in campus peer review procedures: place the appointee in career status with the rank of Associate Librarian; promote to the rank of

Librarian with career status; or terminate the appointment after due notice.

- c. An individual who is promoted from career status as an Associate Librarian to the rank of Librarian is thereby continued in career status. However, there is no obligation on the part of the University to promote an Associate Librarian to the rank of Librarian solely on the basis of years of service.
 - d. An individual whose initial appointment in this series is to the rank of Librarian and whose appointment is not explicitly temporary is considered to be a potential career appointee for a trial period of not more than three years and not less than two years in rank. During potential career status, the individual shall be subject to periodic reviews of performance, professional competence, achievement, and potential for further professional growth. The trial period will be brought to a close with one of two decisions made after appropriate review as specified in campus peer review procedures: place the appointee in career status with the rank of Librarian; or terminate the appointment after due notice.
 - e. An appointee in career status either as an Associate Librarian or as a Librarian, having successfully passed the trial period of service in either one of the ranks or having been promoted to one of these ranks from a lower rank, is expected to continue to perform the duties of the position at a satisfactorily high standard.
 - f. In the event of an intercampus transfer, the following provisions shall apply to the status of potential career and career appointees: the normal period of potential career status shall not be lengthened as a result of an intercampus transfer; career status acquired on one campus shall be continued upon transfer to another campus; and promotion in rank at the time of an intercampus transfer shall confer career status.
 - g. Reviews of career status appointees will be conducted at regular intervals to determine if a merit increase or promotion is indicated. If there is reason to doubt that the career appointee is performing satisfactorily, the appointee will be provided with a written remediation plan to address the perceived deficiency. After a reasonable remediation period, a review of the appointee to coincide with a regularly scheduled review will be conducted. If a review results in an unfavorable evaluation, the appointee may be subject to termination after due notice. Otherwise, the appointment will be continued. If such a review does not coincide with a regularly scheduled review, an off-cycle review will be conducted in accordance with established campus review procedures.
6. The effective dates of an appointment is the initial date of the change for purposes of payroll and record keeping and indicates the first day on which the payment begins for appointments. The effective date of merit increases and promotions as a result of the review process will normally be July 1. The effective

date of the merit increase is subject to the collective bargaining process. Exceptions may be approved by the designated campus official.

7. The following rules of computation will be observed for determining periods of service at ranks and steps/points in this series. These rules of computation do not apply to the University of California Retirement Plan benefit calculation.
 - a. A period of service is calculated from the beginning of the first complete calendar month of service.
 - b. A fiscal-year appointee with an effective date of appointment in the period of July 1 through January 1 will be credited with one year of service at that rank and step/point.
 - c. A fiscal-year appointee with an effective date of appointment in the period January 2 through June 30 will not be credited with service for that year.
 - d. Completed years of service will be counted regardless of the percentage of time of appointment.
 - e. Any break in service because of leave without salary, layoff, or resignation does not invalidate service prior to the interruption.
 - f. Service on any campus of the University of California is included, although for statistical purposes an intercampus transfer is considered an appointment at the new campus.
 - g. Any leave with salary is included as service, but leave without salary is not included for purposes of determining completed years of service.
 - h. For purposes of review, an appointee must have worked at least six (6) months of the period under review. A period under review may be based on a calendar year or other 12-month period or multiple thereof, in accordance with the review cycles defined in Article 4.E.2.a. [E.g., an appointee with an effective date of appointment in the period January 2 - June 30 and a period of review based on the calendar year could be reviewed at the next review period, depending on the rank of appointment.]
 - i. A temporary appointee whose appointment continues into a new fiscal year will be reviewed according to the review cycles defined above and the guidelines established in this Article.

E. PERSONNEL REVIEW ACTION DEFINITIONS

1. Types of Actions:

- a. Career status is achieved upon successful completion of a suitable trial period in potential career status (Article 4.D.5.), except in the exceptional circumstance outlined in Article 4.D.1.
- b. A merit increase is advancement following a positive review.
- c. A promotion is advancement to the next highest rank within this series (i.e., Assistant Librarian to Associate Librarian and Associate Librarian to Librarian).
- d. A no action is:
 - 1) A neutral, non-prejudicial action for those at the Associate Librarian 7 or Librarian 5 – 7 steps, or the top salary point of Associate Librarian or Librarian ranks; or
 - 2) An action intended to address performance issues and the actions required to improve that performance for those at any step/salary point.
- e. Termination ends the employment of a librarian.

2. Types of Reviews:

- a. A standard review is one that takes place every two (2) years at the Assistant and Associate rank and every three (3) years at the Librarian rank.
- b. An off-cycle review is one that takes place earlier than the standard review (2 or 3 years). The review file will be prepared in accordance with campus guidelines and procedures.

See Article 13.C.3

- c. A deferred review is the omission of an academic review during a year when a review would normally take place. It is a neutral action that can only be initiated with the written agreement of the candidate.
 - 1) A review may be deferred if prolonged absence or other unusual circumstances have resulted in insufficient evidence to evaluate performance. Reasons for review deferral must be in writing and all proposed deferrals must be submitted for written approval (or denial) to the designated University official. The University's decisions concerning review deferrals shall not be subject to grievance and arbitration.
 - 2) When a deferral takes place, the review is deferred for one year whether a person's review cycle is 2 or 3 years. A request for a deferral for an additional year should be regarded as a new request and thus subject to the same approval process described in E.2.c.1 above. After the

completion of a review which has been deferred, the review cycle will resume anew at the 2- or 3-year interval. Work conducted during the extended review period shall be reviewed as though it were completed in the normal period.

- d. A librarian may not initiate an off-cycle review during the life of this Agreement.

F. GRIEVABILITY and ARBITRABILITY

Academic judgment is not subject to grievance or arbitral review. Any complaint arising out of this Article or any grievance filed alleging violation of this Article may be processed either through the Grievance Procedure Article 24/Arbitration Article 25 or the Alternative Dispute Resolution Procedure Article 26, not both.

ARTICLE 5
PERSONNEL REVIEW ACTION PROCEDURE
(May 29, 2014-FINAL)

The following provisions shall be incorporated into each campus' local procedures:

- A.** Local campus procedures shall provide for the selection of members of a review committee to advise the designated University official on the merit increases, promotions, and career status actions for members of the Librarian series in this bargaining unit. Appointees holding titles in the series shall comprise the majority of this committee.

At UC Davis two peer review committees may participate in librarian review actions. CAPA, established by LAUC-D, advises the University Librarian; and the Academic Federation Personnel Committee (AFPC), constituted by the Academic Federation, advises the Vice Provost-Academic Affairs.

Librarians who are employed by units other than the Law and University Libraries must be reviewed according to the criteria that apply to all librarians, but may modify the review process to fit their specific employment circumstances and reporting structures. Their files, however, will be reviewed by CAPA and, where appropriate the AFPC.

- B.** The performance of each appointee shall be reviewed periodically and the review shall include participation by a review committee. A standard review is one that takes place every two (2) years at the Assistant and Associate rank and every three (3) years at the Librarian rank. Service at the top of the Associate Librarian or Librarian rank may be of indefinite duration, therefore, an abbreviated review may be conducted every two (2) years for Associate or three (3) years for Librarian.

Reviews of librarians at the top salary point of the Associate Librarian (if the librarian is not seeking a promotion) or Librarian rank are considered no action reviews (4.E.d.1) and can be abbreviated if the candidate and review initiator agree to do so. An abbreviated review, while abridged, must assess the candidate's performance by the criteria in MOU 4.C.2.a-d, provide evidence to support the evaluation and adhere to all review requirements--e.g., participation by a review committee and inclusion of a Documentation Checklist and signed Certification Statement. Letters of evaluation are not necessary.

In non-salary action years, Assistant librarians and librarians who have not achieved Career Status shall have an interim review.

- C.** All members of the librarian bargaining unit shall be informed in writing, on a yearly basis, of their eligibility for review.
- D.** The CALL for merit increases, promotions, reviews, and career status actions and the

calendar of action due dates for the review process shall be issued and distributed each year to every member of the librarian series. The calendar shall establish deadlines that are designed to ensure that all reviews will be completed and salary actions can be processed to take effect at the start of the next fiscal year. The calendar shall be adhered to by all parties. Deadlines may be extended upon the mutual agreement of the parties.

- E. There shall be one (1) designated review initiator for a candidate, who shall make a recommendation for a personnel action which will be included in the review packet. Comments prepared by persons at higher levels of supervision (e.g., department heads, section heads, Assistant/Associate University Librarians) may be included in the academic review file.

Normally, the candidate's supervisor at the close of the period under review will be the review initiator. Any prior supervisors during this period shall provide the review initiator with written non-confidential comments to be added to the review file. Copies of the comments(s) shall be provided to the candidate.

- F. The candidate shall be given the opportunity to ask questions and to supply information and evidence to be evaluated in the review according to the calendar established in the CALL.

It is the candidate's responsibility to provide the review initiator with the information necessary and sufficient to support the candidate's desired review outcome. To this end, the candidate shall provide evidence and documentation, which may include a personal statement, on her/his activities during the period under review pertinent to the criteria in MOU 4.C.2.a-d.

- G. The University may solicit letters evaluating the candidate from qualified persons, including a reasonable number of persons whose names have been provided by the candidate. The decision from whom to solicit letters shall not be subject to grievance and arbitration.

The Reference Solicitation Form shall be used to provide names of persons qualified to review the candidate's activities. This form must be submitted and included in the candidate's file whether or not any names are listed.

If persons contributing letters to review files are also participants in any subsequent stage of the review process, they are required to identify any conflict of interest they have with respect to participating in a fair and unbiased evaluation.

1. The candidate may provide in writing to the review initiator or other appropriate person, names of persons who in the view of the candidate, for reasons provided by the candidate, might not objectively evaluate in a letter or on a committee, the

candidate's qualifications or performance. Any such statement provided by the candidate shall be included in the academic review file. The University decision regarding the requested disqualification shall not be subject to grievance and arbitration.

The Disqualification Statement Form shall be used to submit names of individuals the candidate believes should be excluded from the review process. The deciding official (usually the University Librarian, the Dean of the Law School, or the Vice Provost-Academic Affairs depending on the specifics of the disqualification request) shall inform the candidate of the decision in writing. That decision shall be included in the file.

This form must be submitted and included in the candidate's file whether or not any names are listed.

2. In soliciting letters of evaluation or following the receipt of an unsolicited letter related to the review, the University may send a statement regarding confidentiality of such letters.
3. All such letters used in the review, even if unsolicited, shall be included in the academic review file.
4. Redacted copies of solicited letters shall be provided to the candidate upon receipt.

The Library Administrative Office shall provide the candidate with these letters.

5. Unsolicited letters related to the review will be subject to redaction, if received by the University with the understanding that the identity of the author will be held in confidence to the extent permissible by law. Redacted copies of such letters will be provided to the candidate.

The Library Administrative Office shall provide the candidate with these letters.

- H. An academic review file shall be prepared for each candidate who is being considered for a merit increase, promotion, or career status action. The review initiator is responsible for preparing the candidate's academic review file, which consists of the review initiator's recommendation together with pertinent additional letters, if any, including those letters solicited from individuals, as provided for above, and required documents.

The following steps occur prior to the provision of the review initiator's final recommendation to the candidate.

1. **The review initiator provides the candidate with a copy of the draft recommendation and meets with the candidate at least one day later to discuss the draft.**

2. Changes acceptable to both parties shall be made to the recommendation.

The review initiator's recommendation, without disclosing the identities of sources of confidential documents, shall discuss the proposed personnel action in light of the criteria and substantiated by supporting evidence contained in the file. The recommendation shall provide a comprehensive assessment of the candidate's performance, together with detailed evidence to support the evaluation. The recommendation may also present a report of consultation with appropriate members of the professional library staff and others in a position to evaluate performance and may include any dissenting opinions.

The review initiator's final recommendation shall be provided to the candidate, along with all documents to be included in the academic review file. The candidate must be allowed a reasonable period of time, seven (7) consecutive calendar days, to review and respond to the file. By mutual agreement of the parties, this period of time may be extended. The candidate may submit for inclusion in the record a written statement in response to or commenting upon material in the file.

- I. Upon completion of the procedures described above, a Certification Statement shall be signed by the candidate certifying that the prescribed procedures have been followed. A Documentation Checklist listing the contents of the academic review file shall also be signed by the candidate. The Certification Statement and the Documentation Checklist shall be included in the academic review file.
- J. Decisions and recommendations of the review committee(s) shall be based solely upon material within the academic review file.
- K. If during subsequent review the academic review file is found to be incomplete or inadequate, additional information may be solicited through the designated University official who will inform the candidate that such new material is being added to the review file. The candidate shall have access to all non-confidential material added to the file. A redacted copy of the confidential documents shall be provided to the candidate. The candidate shall also be provided the opportunity to submit a written statement in response to the additions to the review file, which shall become part of the file. The review shall then be based upon the academic review file as augmented.

All such requests will be submitted to and coordinated by the Library Administrative Office which also shall provide the candidate with redacted copies of confidential documents.

- L. No documentation other than the recommendation(s) of the review committee(s) may be added to the academic review file without annotation of the Certification Statement and the Documentation Checklist.
- M. The academic review file shall be referred to a review committee. On the basis of all evidence in the academic review file, including the report from an ad hoc review committee, if any, the review committee will submit a comprehensive report and

recommendation for action to the designated University official.

1. In conducting its review and arriving at its recommendation concerning a candidate, each review committee shall be guided by the criteria in Article 4.
2. The report of the review committee(s) shall be submitted to the University's deciding officer(s).

The Office of Academic Affairs' Delegations of Authority for Academic Actions (<http://academicaffairs.ucdavis.edu/dofa.cfm>) designates the deciding official (generally either the University Librarian, or the Dean of the Law School, or the Vice Provost-Academic Affairs) for each type of review. Considerations such as whether or not the review includes a promotion or is contested determine who the deciding official is in each case.

A contested review is one in which the candidate or one of the other principal participants (e.g. CAPA) disagrees with the review initiator's recommendation for review action and/or salary points.

3. The deliberations and recommendations of the review committees are to be strictly confidential.
 4. A person shall disqualify himself/herself if s/he questions his/her ability to make a fair and objective judgment in a particular case or in the case of a possible conflict of interest.
- N.** In cases of promotion, conferral of career status, or recommendation for termination of appointment, if the preliminary assessment of the University's deciding officer is contrary to the recommendations of the review committee, the University's deciding officer shall notify the committee with respect to the assessment. The review committee shall be given the opportunity for further comment before the final decision is made.
- 1. In these cases, when the Vice Provost-Academic Affairs' preliminary decision is contrary to the recommendation made by either or both review committee(s), s/he must notify either or both committee(s).**
 - 2. A review committee shall have five working days after receipt of notification to prepare and deliver a statement if it chooses to reply.**

- O.** If the University's deciding officer's preliminary assessment is to terminate appointment or not to confer career status, the candidate shall be notified of the opportunity to request access to records in the academic review file, subject to Article 7, Personnel Files. The candidate and review initiator shall then have the opportunity to respond in writing and to provide additional information and documentation.
- P.** The designated University official shall inform the candidate in writing of the final administrative decision including the reasons for his/her decision. The candidate shall receive a copy of the review committee and any redacted ad hoc committee reports. Such a statement shall not disclose the identities of persons who were sources of confidential documents.
- Q.** An arbitrator shall have the authority to determine whether the University has violated a procedure set forth herein. However, in any grievance alleging a violation of this Article, the arbitrator shall not have the authority to review any decision to:

 - 1. Initiate an academic review;
 - 2. Award or deny a merit increase;
 - 3. Award or deny a promotion;
 - 4. Award or withhold career status;
 - 5. Terminate a librarian following academic review.

If the arbitrator finds that the alleged violation had a material, negative impact on the outcome of the review, the arbitrator's remedy shall be limited to directing the University to repeat, to the extent practicable, the review process from the point at which the violation occurred.

- R.** Local procedures shall be consistent with the language of this contract.

ARTICLE 13 SALARY

A. GENERAL PROVISIONS

Any and all increases provided to librarians for the duration of this Agreement shall be expressly provided for in this Article or the Side Letter between the UC-AFT and the University dated January 8, 2013, with the understanding that any increases that might otherwise be allocated to fund general range adjustments by the University will be utilized to fund the salary restructure plan set forth below.

B. MERIT INCREASES

Librarians in the bargaining unit shall be eligible for merit increases to the extent and in the same manner as they are provided to non-represented academic employees.

C. The University and the UC-AFT have agreed to make changes to the existing Librarian Salary Structure that shall be implemented in phases over the duration of the contract:

1. Phase One – Recalibrate the Librarian salary scale by inserting uniform percentages between increments.
 - a. The percentage increment between steps shall be 5.5% at Assistant Librarian, Step 1 up to Librarian rank, Step 1.
 - b. The percentage increment between steps shall be 8% at Librarian rank, Step 1 through Step 7.
 - c. Effective November 1, 2013, librarians shall transition to the new scale, same rank, same step, as recalibrated per section a. and b. above.
 - d. All librarians will transition to the new salary scale and the actions will be processed within 120 days from date of written notice of ratification with an effective date of November 1, 2013.
 - e. The parties acknowledge that the 2% scale adjustment that the bargaining unit was otherwise entitled to receive in FY 2013-2014 per Article 13 A. has been applied to the salary scale recalibration.
2. Phase Two beginning July 2014 – Implement a salary-point-based scale, containing salary points within each rank corresponding to a defined table of rates with phase-in to begin July 1, 2014. Currently employed librarians will

have transitioned to the new salary-point-based scale by the review cycle ending June 30, 2016, with those increases effective July 1, 2016.

- a. The salary-point-based scale would include scheduled reviews pursuant to Article 4.
- b. This move shall be to the new scale and to a salary point equal to or greater than the salary paid following the transition to the new scale in Phase One.
- c. Beginning with review actions effective July 1, 2014, increases to implement the move to the new salary point based scale will average approximately 3%.
- d. Advancement through the salary-point-based scale would proceed as follows:
 - 1) Advancement through the restructured scale will begin with review actions resulting in potential salary increases pursuant to the attached scale effective July 1, 2014.
 - 2) A positive review shall result in an increase of at least two (2) salary points on the applicable scale for Assistant and Associate Librarian ranks, and at least three (3) salary points on the applicable scale at the Librarian rank. The University is not precluded from granting merit increases of a greater number of points.
 - 3) A librarian who receives a no-action shall nonetheless move to the new scale and shall be placed on a salary point closest to, but not less than, their current salary. In exceptional circumstances, a librarian who receives a no-action may be awarded a one (1) point salary advancement at the Assistant and Associate Librarian ranks and a one (1) or a two (2) point advancement at the Librarian rank.
 - 4) The University is not precluded from advancing an Assistant or Associate Librarian by less than two (2) salary points or a Librarian less than three (3) salary points on the salary scale in cases where fewer points remain on the scale for the respective rank.
 - 5) In any event, an employee who is currently subject to discipline as defined in Article 23 Corrective Action shall not be eligible for a merit based increase.

- e. Once a librarian has achieved a salary in a rank that overlaps with the next rank, they may request a promotional review in accordance with the promotional review process in Articles 4 and 5 applicable local procedures at their campus. A positive review would result in promotion to the next rank.
 - f. An individual who is promoted will receive an increase of at least two (2) salary points above their previous salary amount at the Assistant Librarian rank; and at least three (3) points above their previous salary amount at the Associate Librarian rank.
 - g. Individuals with six years of service at the Assistant Librarian rank are eligible for a promotional review even if they have not achieved a salary that overlaps with the Associate Librarian rank as specified in Article 13 C.2.d.
 - h. Effective July 1, 2014, any newly appointed librarians will be placed on the salary-point-based scale at an appropriate salary point as determined by the University.
 - i. Effective July 1, 2014, the term “Distinguished Librarian” will no longer apply to any salary point on the librarian salary-point-based scale. As a result, movement beyond the step increment that correlates to the current Step 5 in the Librarian rank shall only require a normal positive review action.
3. Librarians may not initiate an off-cycle review during the life of this agreement.
 4. Beginning October 1, 2014 and of each year of this contract (2013 – 2018) each campus will provide the union with a list of those librarians in this unit who were reviewed during the previous academic year. The list shall include the previous salary, current salary, rank, and number of salary points awarded.

D. SALARY RATES

The applicable salaries are reflected on the Corporate Title Code System Lookup (TCS) at: <https://tcs.ucop.edu/tcs/jsp/homePage.htm>. In the event this web page expires and is replaced by a new title code system and corresponding web page, the University will provide 30 days notice to union advising where such title code and salary information can be found online.

E. GRIEVABILITY

The salary scale restructure is not subject to grievance and arbitration.

APPENDIX A

**TABLE 26 - B
LIBRARIAN SERIES*
FISCAL YEAR**

Rank	Step	Years at Step	Minimum Scale 10/1/11		Adjusted Scale 10/1/11		Phase One Scale** 11/1/13	
			Annual	Monthly	Annual	Monthly	Annual	Monthly
Assistant Librarian	I	2	46,164	3,847.00	47,544	3,962.00	47,722	3,976.83
	II	2	47,087	3,923.92	48,504	4,042.00	50,347	4,195.58
	III	2	48,029	4,002.42	49,464	4,122.00	53,116	4,426.33
Associate Librarian	I	2	48,029	4,002.42	49,464	4,122.00	53,116	4,426.33
	II	2	49,404	4,117.00	50,892	4,241.00	56,037	4,669.75
	III	2	52,860	4,405.00	54,444	4,537.00	59,119	4,926.58
	IV	2	56,496	4,708.00	58,188	4,849.00	62,371	5,197.58
	V	2	60,408	5,034.00	62,220	5,185.00	65,801	5,483.42
	VI	2	64,560	5,380.00	66,492	5,541.00	69,420	5,785.00
	VII	3	68,892	5,741.00	70,956	5,913.00	73,238	6,103.17
Librarian	I	3	68,892	5,741.00	70,956	5,913.00	73,238	6,103.17
	II	3	75,708	6,309.00	77,976	6,498.00	79,097	6,591.42
	III	3	82,524	6,877.00	84,996	7,083.00	85,425	7,118.75
	IV	3	88,488	7,374.00	91,140	7,595.00	92,259	7,688.25
	V	---	95,388	7,949.00	98,244	8,187.00	99,640	8,303.33
	VI	---	102,540	8,545.00	105,612	8,801.00	107,611	8,967.58
	VII	---	110,028	9,169.00	113,328	9,444.00	116,220	9,685.00

Comp Group A75

* For employees in any of the above-referenced titles who are exclusively represented, the application of the Salary Scale is subject to the requirements of the Higher Education Employer-Employee Relations Act (HEERA). As such, for employees covered by a Memorandum of Understanding (MOU), the Salary Scale applies only to the extent provided for in the MOU.

** Phase One Scale: Effective 11/1/13, the Librarian scale is recalibrated to reflect uniform percentages between increments.

**TABLE 26 - B
LIBRARIAN SERIES*
FISCAL YEAR**

<u>Rank</u>	<u>Step</u>	<u>Years at Step</u>	<u>Phase One**</u>		<u>Phase Two: Salary-Point-Based Scale***</u>					
			<u>Scale 11/1/13 Annual</u>	<u>Scale 11/1/13 Monthly</u>	<u>Assistant Librarian 7/1/14</u>		<u>Associate Librarian 7/1/14</u>		<u>Librarian 7/1/14</u>	
					<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>
Assistant Librarian	I	2	47,722	3,976.83	47,722	3,976.83	53,116	4,426.33	73,238	6,103.17
	II	2	50,347	4,195.58	49,010	4,084.17	54,550	4,545.83	75,215	6,267.92
	III	2	53,116	4,426.33	50,334	4,194.50	56,023	4,668.58	77,246	6,437.17
Associate Librarian					51,693	4,307.75	57,536	4,794.67	79,332	6,611.00
	I	2	53,116	4,426.33	53,088	4,424.00	59,089	4,924.08	81,474	6,789.50
	II	2	56,037	4,669.75	54,521	4,543.42	60,684	5,057.00	83,674	6,972.83
	III	2	59,119	4,926.58	55,993	4,666.08	62,323	5,193.58	85,933	7,161.08
	IV	2	62,371	5,197.58	57,505	4,792.08	64,006	5,333.83	88,253	7,354.42
	V	2	65,801	5,483.42	59,057	4,921.42	65,734	5,477.83	90,636	7,553.00
	VI	2	69,420	5,785.00			67,509	5,625.75	93,083	7,756.92
VII	3	73,238	6,103.17			69,331	5,777.58	95,596	7,966.33	
Librarian							71,203	5,933.58	98,177	8,181.42
	I	3	73,238	6,103.17			73,126	6,093.83	100,828	8,402.33
	II	3	79,097	6,591.42			75,100	6,258.33	103,551	8,629.25
	III	3	85,425	7,118.75			77,128	6,427.33	106,346	8,862.17
	IV	3	92,259	7,688.25			79,211	6,600.92	109,218	9,101.50
	V	---	99,640	8,303.33			81,349	6,779.08	112,167	9,347.25
	VI	---	107,611	8,967.58			83,546	6,962.17	115,195	9,599.58
VII	---	116,220	9,685.00					116,220	9,685.00	

Comp Group A75

* For employees in any of the above-referenced titles who are exclusively represented, the application of the Salary Scale is subject to the requirements of the Higher Education Employer-Employee Relations Act (HEERA). As such, for employees covered by a Memorandum of Understanding (MOU), the Salary Scale applies to the extent provided for in the MOU.

** Phase One: Effective 11/1/13, the Librarian scale is recalibrated to reflect uniform percentages between increments.

*** Phase Two: Effective 7/1/14, the salary-point-based scale will be implemented. The salary-point-based scale contains salary points within each librarian rank with phase-in to begin 7/1/14.

Phase Two: Conceptual Illustration and Examples

For illustrations purposes only. Refer to official published scales for payroll processing purposes

		10/1/2011 scale		Phase One Scale (Effective 11/1/13)		Phase Two: Salary Point Based Scale (Effective upon completion of next review. Effective date is 7/1/2014 for the <u>first</u> group to transition)			
Rank	Step	2011 Scale Rate	% diff. btwn steps	Phase One Scale Rate	% diff. btwn steps	Initial Placement at Closest Salary Point before Merit or Promotion (implementation of Phase 2 includes an approximate average 3% salary increase)	Assistant Lib	Assoc Lib	Librarian
Assistant	1	\$47,544		\$47,722		\$49,010	\$47,722 \$49,010 \$50,334		
	2	\$48,504	2.0%	\$50,347	5.5%	\$51,693	\$51,693		
	3	\$49,464	2.0%	\$53,116	5.5%	\$54,521	\$53,088 \$54,521		
							\$55,993 \$57,505 \$59,057		
Associate	1	\$49,464		\$53,116		\$54,550		\$53,116 \$54,550	
	2	\$50,892	2.9%	\$56,037	5.5%	\$57,536		\$56,023 \$57,536 \$59,089	"Standard" No Action
	3	\$54,444	7.0%	\$59,119	5.5%	\$60,684		\$60,684	"Standard" Merit
	4	\$58,188	6.9%	\$62,371	5.5%	\$64,006		\$62,323 \$64,006 \$65,734	
	5	\$62,220	6.9%	\$65,801	5.5%	\$67,509		\$67,509 \$69,331 \$71,203	
	6	\$66,492	6.9%	\$69,420	5.5%	\$71,203		\$71,203 \$73,126	
	7	\$70,956	6.7%	\$73,238	5.5%	\$75,100		\$75,100 \$77,128 \$79,211 \$81,349 \$83,546	"Standard" No Action "Standard" Merit
Librarian	1	\$70,956		\$73,238		\$75,215			\$73,238 \$75,215 \$77,246 \$79,332
	2	\$77,976	9.9%	\$79,097	8.0%	\$81,474			\$81,474
	3	\$84,996	9.0%	\$85,425	8.0%	\$88,253			\$83,674 \$85,933 \$88,253 \$90,636 \$93,083
	4	\$91,140	7.2%	\$92,259	8.0%	\$95,596			\$95,596
	5	\$98,244	7.8%	\$99,640	8.0%	\$103,551			\$98,177 \$100,828 \$103,551 \$106,346 \$109,218
	6	\$105,612	7.5%	\$107,611	8.0%	\$112,167			\$112,167 \$115,195
	7	\$113,328	7.3%	\$116,220	8.0%	\$116,220			\$116,220

Annotation to Appendix B

Non-Represented Librarians		Adjusted Scale 7/1/13	Phase One Transition Scale 7/1/14	Phase Two: Salary Point Based Scale Effective upon completion of next review.							
Rank	Step			Initial Placement at Closest Salary Point before Merit or Promotion	Assistant Librarian		Associate Librarian		Librarian		
Assistant	1	\$48,492	\$47,722	\$49,010	1	\$47,722					
					2	\$49,010					
					3	\$50,334					
	2	\$49,476	\$50,347	\$51,693	4	\$51,693					
					5	\$53,088					
	3	\$50,448	\$53,116	\$54,521	6	\$54,521					
					7	\$55,993					
					8	\$57,505					
					9	\$59,057					
Associate	1	\$50,448	\$53,116	\$54,550			1	\$53,116			
							2	\$54,550			
							3	\$56,023			
	2	\$51,912	\$56,037	\$57,536			4	\$57,536			
							5	\$59,089			
	3	\$55,536	\$59,119	\$60,684			6	\$60,684			
							7	\$62,323			
	4	\$59,352	\$62,371	\$64,006			8	\$64,006			
							9	\$65,734			
	5	\$63,468	\$65,801	\$67,509			10	\$67,509			
							11	\$69,331			
	6	\$67,824	\$69,420	\$71,203			12	\$71,203			
							13	\$73,126			
	7	\$72,372	\$73,238	\$75,100			14	\$75,100			
							15	\$77,128			
							16	\$79,211			
							17	\$81,349			
							18	\$83,546			
Librarian	1	\$72,372	\$73,238	\$75,215					1	\$73,238	
									2	\$75,215	
									3	\$77,246	
									4	\$79,332	
	2	\$79,536	\$79,097	\$81,474					5	\$81,474	
									6	\$83,674	
									7	\$85,933	
	3	\$86,700	\$85,425	\$88,253					8	\$88,253	
									9	\$90,636	
									10	\$93,083	
	4	\$92,964	\$92,259	\$95,596					11	\$95,596	
									12	\$98,177	
									13	\$100,828	
	5	\$100,212	\$99,640	\$103,551					14	\$103,551	
									15	\$106,346	
									16	\$109,218	
	6	\$107,724	\$107,611	\$112,167					17	\$112,167	
									18	\$115,195	
	7	\$115,596	\$116,220	\$116,220					19	\$116,220	

Annotation to Appendix B

Represented Librarians		Phase One Scale (Effective 11/1/13)	Phase Two: Salary Point Based Scale Effective upon completion of next review.				
Rank	Step	Phase One Scale Rate	Initial Placement at Closest Salary Point before Merit or Promotion	Assistant Librarian	Associate Librarian	Librarian	
Assistant	1	\$47,722	\$49,010	1	\$47,722		
				2	\$49,010		
				3	\$50,334		
	2	\$50,347	\$51,693	4	\$51,693		
				5	\$53,088		
	3	\$53,116	\$54,521	6	\$54,521		
				7	\$55,993		
				8	\$57,505		
				9	\$59,057		
Associate	1	\$53,116	\$54,550		1	\$53,116	
					2	\$54,550	
					3	\$56,023	
	2	\$56,037	\$57,536		4	\$57,536	
					5	\$59,089	
	3	\$59,119	\$60,684		6	\$60,684	
					7	\$62,323	
					8	\$64,006	
	4	\$62,371	\$64,006		9	\$65,734	
					10	\$67,509	
	5	\$65,801	\$67,509		11	\$69,331	
					12	\$71,203	
	6	\$69,420	\$71,203		13	\$73,126	
					14	\$75,100	
					15	\$77,128	
					16	\$79,211	
					17	\$81,349	
					18	\$83,546	
Librarian	1	\$73,238	\$75,215			1	\$73,238
						2	\$75,215
						3	\$77,246
						4	\$79,332
	2	\$79,097	\$81,474			5	\$81,474
						6	\$83,674
						7	\$85,933
	3	\$85,425	\$88,253			8	\$88,253
						9	\$90,636
	4	\$92,259	\$95,596			10	\$93,083
						11	\$95,596
						12	\$98,177
						13	\$100,828
						14	\$103,551
	5	\$99,640	\$103,551			15	\$106,346
						16	\$109,218
	6	\$107,611	\$112,167			17	\$112,167
						18	\$115,195
	7	\$116,220	\$116,220			19	\$116,220

SIDE LETTER ACADEMIC REVIEWS

At many campuses, the Academic Review process for July 1, 2014 actions will have been initiated prior to the date of agreement and ratification. The University and the AFT agree to the following guidelines for implementing Phase 2 of the salary restructure and recalibration described in Article 13 for those librarians undergoing academic reviews resulting in actions with July 1, 2014 effective dates.

Academic reviews will proceed following the standard review process, with the following exceptions:

Assistant Librarian Step 3

Librarians at Assistant Librarian Step 3 shall be notified that the new Phase 2 salary scale includes additional room for salary movement within the Assistant Librarian rank. In cases where the librarian has not reached the end of the suitable trial period (not more than six years), the Assistant Librarian shall consult with the Review Initiator and request one of the following:

- A. A career status review with the potential for promotion to Associate Librarian. The period of review shall be the period since appointment.
- B. A regular merit review for advancement within the Assistant Librarian rank. The period of review will be the period since the end of the last review rather than the period since appointment. Any material that has been generated prior to this notification in support of a career status review may be included in the review file, even if the material describes activities that took place outside of the review period for a regular merit advancement. However, there will be no requirement to include material from before the period since the last review.

Associate Librarians and Librarians at indefinite steps

Librarians at indefinite steps (Associate Librarian Step 7, Librarian Step 5, Librarian Step 6, and Librarian Step 7) will be notified that the Phase 2 salary scale includes additional room for salary movement that was not available under the prior scale, and shall be encouraged to consider the potential for additional movement when determining the depth and breadth of materials to include in the review file.

Individuals who are at Associate Librarian Step 6 on the date of ratification shall be eligible for a promotional review to the Librarian rank at their first regularly scheduled review following ratification of the contract. This provision will remain in effect through July 1, 2015.

Librarians at Librarian Step 5

Librarians at Librarian Step 5, with a potential July 1, 2014 advancement to Librarian 6 with Distinguished Status, shall be notified that the term "Distinguished Librarian" will no longer apply to any salary point on the scale, and therefore a career review is unnecessary. The period of review will be the period since the end of the last review rather than a review of the entire career. Any material that has been generated prior to this notification in support of advancement to Distinguished Status may be included in the review file, even if the material describes activities that took place outside of the review period for a regular merit advancement. However, there will be no requirement to include material from before the period since the last review.

Self-initiated off-cycle reviews

Librarians may not complete a self-initiated off-cycle review per Article 13.C.3. Librarians who have begun the process of self-initiating a review shall be informed that their review will occur as previously scheduled.

The terms of this side letter are only in effect for academic reviews resulting in actions with July 1, 2014 effective dates.