

University of California, San Francisco School of Nursing

Guidelines for the Health Sciences Compensation Plan

I. INTRODUCTION

The revised Health Sciences Compensation Plan (HSCP), section 670 of Academic Personnel Manual (APM) was approved by The Regents in May 2012 with an effective date of July 1, 2012. Subsequently, a new policy section for the APM (APM 671) was developed that is focused on Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants. The new APM policy required the School of Nursing to adopt new Implementing Procedures for the Plan and revise these School wide HSCP Guidelines. Both the new Implementing Procedures and the HSCP Guidelines are effective July 1, 2015. Each faculty member will receive a copy of the Implementing Procedures and these HSCP Guidelines.

In adopting these Guidelines, the faculty and administration of all Departments and ORU affirm the philosophy outlined in the Plan. The Plan, the Implementing Procedures, and these Guidelines will be used across the school to foster academic balance among the joint responsibilities of teaching, research, patient care, and other public and University service responsibilities. Individual levels of compensation shall be established so as to maintain this academic balance and to permit the recruitment and retention of the individuals necessary for the department/ORU to fulfill its missions at a level of excellence.

II. REVIEW AND APPROVAL

There is a school specific advisory committee whose function is to assist the Dean in resolving issues that may arise from implementing the Plan. The Advisory committee has reviewed the Implementing procedures and these HSCP Guidelines. You may refer to the School Implementing Procedures of the HSCP for more information.

III. GOOD STANDING

The definition of Good Standing, the loss of Good Standing, the Administrative Review Process, Consequences and the return to Good Standing are all outlined in the School Implementing Procedures. Plan Participants should read and become familiar with this language. Plan participants are responsible for actively participating in activities that support the Department/Unit's objectives. Plan Participants are expected to demonstrate professional behaviors in all areas of work and share responsibility for the overall success and well-being, including financial well-being, of the department/unit.

Plan Participants should meet Department/ORU guidelines regarding productivity in research, teaching, patient care, mentoring and University service as defined by their series, rank and step.

IV. MEMBERSHIP IN THE HEALTH SCIENCES COMPENSATION PLAN

Membership in the Plan is a term and condition of employment. It is the responsibility of each Chair/Director to ensure that all new and continuing eligible Plan Participants shall receive a copy of the Regent’s Plan document, the School Implementing Procedures, and these School wide Guidelines setting forth campus and school policy applicable to faculty covered by the Plan.

School of Nursing faculty members employed by The Regents shall be members of this Plan (“Plan Participants”) if they hold University-funded appointments at greater than 50 percent of full time in a School of Nursing department or ORU in any of the following professorial series: Professor, Professor in Residence, Professor of Clinical X (e.g., Nursing), Adjunct Professor, Acting Professor, Health Sciences Clinical Professor, and Dean. Faculty in the Visiting Professor series who receive income for clinical services and meet the above criteria are also members of this Plan.

Faculty members who are otherwise eligible for this Plan as defined above but who have appointments of 50 percent or less of full time may participate in this Plan upon the recommendation of the Chair/Director and approval by the Dean.

A member of the faculty who was appointed in a health sciences school at the time of his/her retirement may be recalled as a Plan Participant in accordance with APM 205. All recalled faculty are limited to a maximum total effort per month of 43 percent. Retired faculty members who are recalled at a salary rate greater than base salary (X+ X’) regardless of percentage effort, are required to be Plan Participants.

General Guideline for Recall Salary

Option	Condition
Recall without membership in the HSCP	43% maximum effort; salary rate must be salary scale for rank/step on pre-retirement APU (X + X’).
Recall with membership in the HSCP	43% maximum effort, salary rate is negotiated annually with Department Chair and cannot be greater than pre-retirement total negotiated salary (X + X’ + Y).

V. COMPENSATION

By June 1st for each subsequent fiscal year, faculty should be notified in writing of any decrease in salary, effort or APU assignment. Individual salaries shall be negotiated annually by the individual Plan Participant and his/her department chair/ORU director, and shall be approved by the Dean or his/her designee.

By July 1 of each fiscal year, each Plan Participant shall receive in writing from his/her Chair/Director a Statement of Proposed Compensation for the forthcoming full or partial fiscal year. Base Salary scale assignment, additional negotiated compensation, and the methodology for calculating incentive compensation will be detailed. Base Salary (X+X') is the approved rate on one of the Health Sciences Compensation Plan Salary Scales associated with the faculty member's academic rank, step, and assigned Academic Programmatic Unit (APU). Base salary is covered under the University of California Retirement Plan (UCRP) up to the amount permissible under Internal Revenue Code provisions and in accordance with UCRP policy and provisions. The differential between X (scale 0) and the faculty member's rank and step on the HSCP Salary Scale assigned to the faculty member's APU is designated X-prime (X').

For the purpose of determining the Health Sciences Base Salary Rate, the School has established APUs to which Plan Participants shall be assigned by the Department Chair/ORU Director.

The School has adopted the following Academic Programmatic Units and scale assignments.

APU A is scale 1 - Plan member (any rank or series) who is principally engaged in mentored research, and/or teaching/clinical development.

APU B is scale 2 – Plan member who is engaged in sustained efforts in teaching, service activities, and independent/collaborative research, and/or clinical activities as appropriate for his/her academic series.

APU C is scale 3– Plan member who is in a leadership role, as defined as trendsetting portfolio of research, and/or trendsetting curricular and/or clinical endeavors, in addition to normal teaching, research, clinical and service activities.

NOTE: No individual Plan Participant may be moved from one APU to another without a significant change in duties. Chairs/Directors shall obtain written approval from the Dean or his/her designee prior to moving any Plan Participant from one APU to another.

Optional Negotiated Compensation (Y-factor):

This component of pay is beyond base salary and is not covered compensation for UCRP, but may be eligible for optional disability and life insurance programs, where applicable. Individuals may receive a negotiated salary component that will be determined according to outstanding accomplishments in clinical activity, research, teaching, university service and availability of funding.

Mid-year renegotiation of the "Y" is rarely permitted and requires approval of the Dean or his/her designee and the Chancellor or his/her designee.

Incentive/ Bonus compensation (Z)

Plan Participants may receive incentive compensation. This incentive compensation is not covered compensation for UCRP. The following guidelines describe the manner in which Plan Participants within a department or APU may earn incentive compensation beyond base (X+X') and negotiated compensation (Y), upon approval by their Chair/ORU Director.

Incentive pay can be paid on a monthly, quarterly, annual, or semi-annual basis as specified by the Department/ORU guidelines.

Note: "Z" payments are drawn from income accumulated in the Plan in excess of financial requirements. To meet financial requirements, a Plan Participant must:

- Be in good standing as defined in the School Implementing Procedures.
- Maintain a positive compensation plan account balance.
- Maintain solvent "X" and "Y" salary sources.

Any Z funds deposited into the Department/ORU compensation plan may be subject to assessment by the School of Nursing or Department in consultation with the SON Advisory Committee.

Academic Enrichment Account (AEA)

For incentive income accumulated in the plan in excess of financial requirements, an Academic Enrichment account may be established for the purpose of supporting the academic activities of the Plan Participant by allowing direct charge or reimbursement for business-related expenses.

On an annual basis, a Plan Participant may request that funds be allocated to an Academic Enrichment Account for the forthcoming fiscal year (July 1 through June 30) and such a request must always occur in writing prior to July 1 of the forthcoming fiscal year in which the income will be earned. Income that is allocated to an academic enrichment account is never eligible to be taken as a "Z" payment or as salary by the Plan Participant.

Changes to the AEA selection are not permitted under any circumstance until the following fiscal year.

Departments are responsible for maintaining annual detailed records of which AEA option is chosen by the Plan Participant and any other documentation required which should be readily available for audit and other reviews.

Incentive compensation payment options and other AEA details are found in the School Implementing Procedures.

VI. Outside Professional Activity

Definition: Outside professional activities, compensated or uncompensated, and regardless of financial interest are defined as those activities that are within a faculty member's area of professional, academic expertise and that advance or communicate that expertise through interaction with industry, the community, or the public. Outside additional teaching as described in APM -671-10-a-(2)-(a) is included in this definition. Outside professional activities must not interfere with a faculty member's professional obligations to the University of California.

A Plan Participant in Good Standing (as set forth in section III of the Implementing Procedures) may engage in Outside Professional Activities (other than patient care) and may retain income from said activities only if they are in compliance with the Implementing Procedures, School HSCP and APM policy.

Note that all patient care activities must be provided within the University setting, or as part of an approved affiliation agreement or professional service agreement (PSA). This includes volunteer and/or uncompensated patient care activity. All income derived from patient care activities is due the plan, including income earned while on paid or unpaid leaves of absence (e.g. vacation, holidays, or weekends). In no case will Plan Participants be allowed to retain income from patient care activities outside of an approved affiliation agreement or PSA. Professional income subject to these requirements as set forth in the Regents' Plan includes both cash and noncash compensation (e.g., stock or stock options).

Plan participants are also responsible for complying with the following:

- (1) Maintaining Good Standing in accordance with the Implementing Procedures and these HSCP Guidelines;
- (2) Obtaining prior written approval for engagement in any Category I activities (contact Michelle Pero for the current campus process);
- (3) Maintaining a running total of annual earnings from, and time spent on, all outside professional activities;
- (4) Depositing all income that exceeds the earnings approval threshold into the Plan with the exception of income earned from Category III activities and certain other activities listed in APM -671-10-b;
- (5) Obtaining prior written approval to engage in outside professional activities that may result in exceeding the total annual time and/or earnings approval thresholds (contact Michelle Pero for the current campus process);
- (6) Submitting annual reports of all Category I and II activities and compensation earned from such activities to the Department Chair or Director;
- (7) Attesting to adherence with the requirements of the policy in the annual report;

(8) Disclosing any current or prospective outside professional activity to the Chair/Director if in doubt as to whether there is a conflict of commitment; and

(9) Obtaining prior approval from the Department Chair before involving a student in any outside professional activity regardless of whether the Plan participant is compensated or not (see APM -671-8-f).

As indicated in the Conflict of Commitment and Outside Activities policy (APM 671) there are three different categories of activities that are based on the extent to which they may constitute a conflict of commitment. The School HSCP Guidelines will have a clear statement describing the categories of outside professional activities, reporting requirements, time limits and earnings threshold.

The HSCP Guidelines include the following time limits and earnings thresholds:

1. The School will allow a maximum of 48 days (384 hours) that Participants may devote to compensated and uncompensated outside professional activities annually. The exact number of days is subject to ongoing review and approval and will be stated in these Guidelines. Plan participants must request prior written approval from the Department Chair and Dean (or Dean's designee) to participate in an activity that exceeds the maximum time limit. If the additional time (days/hours) is granted, then all income earned (from the additional time granted) is due the Plan, even if the annual earnings threshold has not been reached (APM 671-8-e).

School HSCP Guidelines shall meet the criteria outlined in APM 671 and requires approval by the Dean prior to implementation. Plan Participants shall be afforded the opportunity to review and comment on school guidelines and revisions thereto.

2. Annual Outside Professional Earnings Approval Thresholds

Effective with the issuance of these HSCP Guidelines, as of July 1, 2015 the maximum annual outside professional earnings approval threshold is \$40,000 or 40% of the fiscal year base salary (scale 0), whichever is greater, for a faculty member's rank and step. This includes cash and non-cash compensation (e.g. stocks).

3. Retention/Non-retention of Income

- All income earned above the earnings threshold must be deposited to the Compensation Plan. Earnings from Category III income or from other approved activities are excluded from this requirement.
- Income due the plan may be subject to a school assessment/tax.
- Departments have the authority to determine the amount of deposited income that may be set aside for academic enrichment.
- Departments have the authority to distribute (back to Plan member) a portion of or the entire amount of deposited income.

Certain categories of income accruing from occasional service, as described below, may be retained by Plan Participants. School HSCP Guidelines shall address whether Plan Participants can deposit remuneration from miscellaneous outside activities into an academic enrichment account, and the terms and conditions for those accounts. The Chair/Director and/or Dean shall monitor the frequency of individual activity in these areas:

- Occasional service other than patient care;
- Additional University-compensated teaching, including teaching for University Extension courses and programs (See APM 662, Additional Compensation: Additional Teaching);
- Teaching in University-run continuing health education programs;
- Teaching in self-supporting UC degree programs;
- Consulting under the auspices of the University of California;
- Consulting or testifying as an expert or professional witness;
- Consulting for for-profit entities;
- Consulting for non-profit entities;
- Consulting for non-profit health or education-related organizations;
- Service to governmental agencies, including consulting to such agencies;
- Service on a board of directors outside of the University, whether compensated or uncompensated;
- Providing or presenting a workshop for industry;
- Providing outside consulting or compensated professional activities performed for entities such as the Los Alamos and Lawrence Livermore National Laboratories.

4. Categories of Outside Professional Activity

Professional activities have been separated into three categories, depending on the extent to which they may constitute a conflict of commitment. When an activity falls into more than one category, it should be assigned to the category which requires more stringent reporting and prior approval requirements.

a. Category I

Category I activities are most likely to create a conflict of commitment because

- 1) they are activities related to the training and expertise which is the individual's qualification for University appointment, but performed for a third party, and /or
- 2) they require a significant professional commitment. Category I activities require prior approval by the Department Chair/ORU Director, Dean or his/her designee, and Chancellor. Approvals are generally for one fiscal year but may be granted for a longer term, not to exceed five years. Category I activities count towards the Plan Participant's time limits and earnings thresholds. These activities include but are not limited to:

- Teaching, research, or administration of a grant at an educational institution, trust, organization, government agency, foundation or other entity outside of the University. (Grants submitted on behalf of a professional society are exempt from this restriction, i.e., they are not considered Category I activities.);
- Employment outside of the University;
- Assuming a founding/co-founding role of a company

- Assuming an executive or managerial position outside of the University (excluding position with professional societies)

b. Category II

Category II activities are typically shorter-term activities that are outside the course and scope of University employment. Category II activities have a lesser potential for a conflict of commitment than do Category I activities.

Category II activities require disclosure in annual reporting under this policy but do not require prior approval unless they will cause the Plan Participant to exceed the time and/or earnings thresholds. Time devoted to these activities counts towards the Plan Participant's time limits and earning thresholds.

Examples of Category II activities include, but are not limited to:

- Additional University compensated teaching, including teaching for UNEX courses and programs (see APM-662, Additional Compensation: Additional Teaching)
- Participation in continuing health education programs run by the University;
- Participation in self-supporting UC degree program. (These are teaching activities outside of the assigned teaching load. If the Department assigns the teaching activity, it is not considered an outside activity);
- Consulting under the auspices of the University of California
- Consulting or testifying as an expert or professional witness
- Consulting at for-profit OR non-profit entities
- Consulting for non-profit health or education-related organizations
- Consulting for government agencies
- Serving on a board of directors outside of the University (compensated or not)
- Providing or presenting a workshop for industry
- Providing outside consulting or compensated professional activity for entities such as the Los Alamos and/or Lawrence Livermore National Lab
- Other income generating activities described in these Implementing Procedures

c. Category III

Category III activities are within the course and scope of University employment. As such, they are unlikely to raise conflict of commitment issues.

Category III activities, even if compensated, do not require disclosure in annual reporting or need prior approval, do not count toward the Plan Participant's time threshold for outside professional activities, and the income does not count toward the earnings approval threshold. Nevertheless, these activities must not interfere with a Plan Participant's obligations to the University.

Examples of Category III activities include, but are not limited to:

- Serving on government or professional panels or committees or as an officer or board member of a professional or scholarly society
- Reviewing manuscripts; acting in an editorial capacity
- Attending and presenting talks at university/academic colloquia and conferences
- Developing scholarly or creative works

5. Other Income That May be Retained by Plan Participants

Income from the following activities may be retained by Plan Participants and does not count toward the time limits or earnings threshold:

- a. Prizes, defined as gifts in recognition of personal achievements and not for services rendered;
- b. Royalties, defined as shares of proceeds for contributions as authors or inventors, as allowed under the University's copyright and patent policies;
- c. Honoraria, defined as payments by agencies outside the University for occasional lectures and similar public appearances beyond normal academic responsibilities to the University of California and which are not in return for other services, whether given directly or indirectly;
- d. University honoraria, defined as payment for occasional lectures or similar services performed on a University of California campus as permitted by Academic Personnel Policy (APM 666); and relevant campus policies;
- e. Administrative Stipends, defined as payments by the University for responsibilities related to University administration beyond normal responsibilities;
- f. Income from a profession or activity unrelated to the training and experience which is the Plan Participant's qualification for University appointment as determined by the chair/director in consultation with the Dean.

VI. BENEFITS:

There are provisions in APM 670-20-c that outline the types of paid leave available for eligible faculty. Part-time Plan Participants are eligible for leave proportionate to their appointment effort.

Extended Illness:

Extended illness is defined as a health condition resulting in absence for more than two weeks. Extended illness must be documented as a leave with pay on a Leave of Absence form. Plan Participants who are appointed full-time to at least a twelve-month term who are unable to work for reasons of extended personal illness, injury or disability shall be granted paid medical leave as outlined below. Salary will be pro-rated for Plan members who have less than full time employment.

If a work-related injury or illness disables a Plan Participant from work, lost wages are partially replaced by workers compensation benefits. Because this wage replacement is only partial, the University has established an Extended Illness and Vacation Leave Authorization program that allows participants to use Extended Illness and/or vacation leave to supplement worker's compensation payments. Eligibility for the Extended Illness and Vacation Leave Authorization program is not automatic. You must authorize the University to use your Extended Illness or Extended Illness and then vacation leave on the relevant forms from Disability and Leave Administration. Effective September 1, 2013, the departments and ORU will provide a graduated benefit depending upon the years of service as a Plan member to the University.

Plan members with (0-5) years of service: Plan members unable to work due to extended illness, who have less than five years of service, will continue to receive full salary (X +X' +Y) for up to six (6) weeks as needed.

Plan members with five (5) or more years of service: Plan members unable to work due to extended illness, may receive an additional three (3) weeks of full salary (X+X' +Y) for every additional five (5) full years of service up to a maximum of 12 weeks as needed.

Example: Plan members with at least 10 years of HSCP service are eligible for up to nine (9) weeks of leave at full salary.

Example: Plan members with at least 15 years of HSCP service are eligible for up to twelve (12) weeks of leave at full salary.

Plan participants who have used any weeks of extended illness leave will re-accumulate three (3) weeks of leave at full salary for each additional five (5) full years of HSCP service. Prorated leave for partial service (e.g. less than 5 years of service) is not available.

Example A: A Plan member with 15 years of service who had recently utilized 12 weeks of leave at full salary is eligible to re-accumulate 3 weeks of full salary for each additional five (5) years of service. Thus, when they have 20 years of service, three (3) weeks of full salary is available for an extended illness leave.

Example B: A Plan member with 18 years of service who then uses 12 weeks of extended illness leave is eligible to receive three (3) weeks of leave at full salary when they reach 23 years of service.

A maximum of 12 weeks of full salary continuation for extended illness purposes will be provided to a Plan member during their first 15 years of University service as a Plan member. Any extended illness leave taken prior to the implementation of this policy (e.g. prior to September 1, 2013) will not be included in the calculation of full or partial salary continuation.

Faculty members who are still unable to return to work after using their extended illness leave will no longer be paid by the Department. However, the faculty member may be covered by employee and/or employer paid disability plans in which s/he had previously enrolled via the University or an outside source.

Plan Participants are strongly encouraged to review their individual insurance needs for extended illness/disability coverage and to consult extended illness/disability policy documents for complete information about the University's plan and the coverage provided. **Plan Participants are strongly encouraged to purchase supplemental disability insurance with a 30 day waiting period at the time of hire.**

Paid Childbearing Leave:

Childbearing leave is for a Plan Participant who bears a child or children regardless of academic series or length of service. Childbearing leave shall consist of time the Plan Participant is temporarily disabled because of pregnancy, childbirth, or related medical conditions. A maximum of six weeks of **full salary** ($X + X'+Y$) will be covered. If additional leave is required for medical reasons, the extended illness policy may apply.

Paid Childrearing/Parental Leave:

Departments/ ORU shall provide six weeks childrearing/parental leave at full salary ($X+X'+Y$) to any **non-birth parent** who is a Plan Participant. Childrearing/Parental leave with pay must be used within 12 months of the birth or adoption.

Plan participants can refer to APM policy 760 for additional information on Family Accommodations for Childbearing and Childrearing.

Other Paid Leave

Paid leave will be granted when a Plan Participant is unable to work because s/he must care for a spouse, domestic partner, child or parent who is ill. Paid leave under such circumstances shall be for a maximum of five days per Plan Participant per year at full salary ($X+X'+Y$).

Leaves of absence shall run concurrently with the family and medical leave act or other state/federal laws as appropriate.

Bereavement leave

The University recognizes the importance of family and the difficulties faculty members face following the death of a family member or another person close to the faculty member.

Plan participants may take up to five (5) days of paid leave in the event of the death of someone close to them. Compensation during this leave is at full salary. A Plan Participant must inform his/her Department Chair of the need for the leave as soon as it is known.

FINAL