

September 6, 2017

SIDE LETTER FOR UCR LIBRARY RE-ORGANIZATION OF TEACHING AND LEARNING, RESEARCH SERVICES, AND COLLECTION STRATEGIES EFFECTIVE SEPTEMBER 15, 2017, HEREAFTER REFERRED TO AS THE "RE-ORGANIZATION PLAN"

1. For individual librarians, their reassignments shall not commence on a day that they have pre-approved time away, as of September 5, 2017.
2. The university will provide UC-AFT with copies (paper or electronic) of all initial Statements of Responsibility (SORs), for librarians in the LX unit whose responsibilities are affected by the Re-Organization Plan.
 - a. The University shall give reassigned librarians an updated initial Statement of Responsibility (SOR) before the effective start date of reassignment, and offer to meet with the librarian to discuss alternatives to the proposed changes. Librarians shall have at least two business days, but not to exceed five business days, before this meeting to review the initial SOR. This review time should take into consideration the individual librarian's workload and schedule, including but not limited to, time away pre-approved as of September 5, 2017.
 - b. An individual librarian's Review Initiator and Secondary Evaluator(s) anticipated by the University will be indicated on the initial SOR for librarians affected by the Re-Organization Plan.
 - c. When a Review Initiator has responsibility for a department for only a portion of a review period, the former Review Initiator will be asked to write a letter for those Candidates that have been under his/her supervision for at least six months of the review cycle. The letter will discuss performance since the last review. When the former Review Initiator is still employed by the University of California, she or he will provide a letter and have a discussion about the letter with each Candidate supervised; when the former Review Initiator is no longer employed by the University of California, the Candidate, the Review Initiator, the Department Head, the AUL, and the UL may request a letter from the former Review Initiator as a Referee. Each Candidate will also have the opportunity to respond in writing to the letter. The resulting documentation will be signed by both the Review Initiator and the Candidate and then submitted to Library Human Resources (LHR) for inclusion in the documentation for the next review.
 - d. The Review Initiator supervising the Candidate on the date at which the review file is due to LHR shall write the recommendation for personnel action. In cases in which the Candidate has changed departments during the review period, and the recommending Review Initiator has not been the supervisor during the majority of the review period, the recommending Review Initiator will prepare the recommendation in consultation with the prior Review Initiator(s). If there is any disagreement among these Review Initiators regarding the recommendation, that disagreement will be noted in the current Review Initiator's review.
3. The University shall inform librarians 5 (five) business days prior to the effective date of reassignment if their reassignment requires them to relocate offices.
 - a. For librarians who relocate, the University will provide moving assistance provided by Library Facilities staff, including transfer of ergonomic equipment.
4. For the first year after the re-organization is implemented, the University will meet and confer with UC-AFT at the union's request to discuss currently unforeseen effects of the re-organization that occur after implementation.
5. Bargaining unit work that has previously been conducted exclusively by members of the unit shall not be assigned to non-unit members.
6. With respect to the Review Process, reasonable flexibility is exercised in weighing the comparative relevance of Criteria for Merit Increase, Promotion, and Career Status Actions. If a librarian has assumed new responsibilities in Criterion A but not relinquished his/her other responsibilities (often due to staffing reductions), and the increased workload "made it difficult to sustain or expand activities in one or more of the other three criteria," then "Candidates and Review Initiators should explicitly acknowledge constraints inhibiting outside professional activities, and other reviewers should demonstrate requisite flexibility when evaluating professional activities beyond the primary assignment." Everyone involved in the review process should also "give due weight to accomplishments that involved mastering new and enlarged responsibilities in the primary assignment and in system-wide activities."