

## Family Friendly Fact Sheet

### Health Sciences Compensation Plan (HSCP) Faculty and Non-Faculty Academics

COVID care modified duties (CCMD) is defined as a period during which an academic appointee's usual duties are modified so that they may care for a dependent adult or child, including elder care and/or family members with disabilities. CCMD is a request that requires approval by the department chair/ORU director, dean or designee, and the vice provost of academic affairs. At UCSF, CCMD is not a leave of absence or a reduction in effort, but rather a modification of duties. Requests for a leave or reduction in effort should be considered under other policies for family accommodations.

During an approved period of CCMD an academic appointee is on active service and expected to perform their usual duties, as modified by the terms of the approved request. For example, departments may accommodate CCMD by adjusting clinical schedules, teaching activities, conference attendance, and/or meeting attendance hours. When reviewing the CCMD request, the department chair will consider the teaching, research, and clinical needs of the department before deciding whether to grant the request for CCMD.

#### ELIGIBILITY

To be eligible, academic employees must have a full time (100%) 12-month appointment, must be experiencing a COVID related increased need for dependent care, and certify that they are responsible for 50 percent or more of the care of the dependent adult or child. Eligible academic appointees include all faculty and non-faculty academic appointees who are under the purview of Academic Personnel Manual 760-28(a). This program does not apply to student titles or trainees. The period of CCMD shall extend for a period of up to thirteen weeks, at which time the CCMD agreement may be reviewed and extended for an additional thirteen weeks, if the academic appointee continues to meet the criteria. The total period of CCMD may not exceed twenty six weeks. The CCMD program will be in effect for eligible academic appointees at the time the policy is issued and will continue through June 30, 2022 (FY22).

#### OTHER RELATED FAMILY-FRIENDLY POLICIES TO CONSIDER

- [Stop the Clock for Senate Faculty](#)
- [Temporary Reduction in Percentage of Time for Senate Faculty](#)

#### HOW TO REQUEST CCMD

The academic appointee must confer with their supervisor, as appropriate, and department chair, prior to the anticipated start date in order to reach agreement on the nature and scope of the academic appointee's duties during the CCMD period. If the CCMD terms are mutually agreed upon, the academic appointee should submit a CCMD request form to their HR generalist. The academic appointees's HR generalist is a resource for policies, benefits and related questions. The request is subject to approval by the department chair/ORU director, the dean or designee, and the vice provost of academic affairs.

Detailed instructions and the [CCMD Request Form](#) can be found here

#### How to reach your HR generalist

Visit <https://hr.ucsf.edu/find-rep>

In the "Find Your HR Representative Search" box, enter your last name (or department name) and wait for pre-populated options to appear

Select your name and press enter

Search results will provide a list of your HR contacts, including your HR generalist

## FREQUENTLY ASKED QUESTIONS

### **Is COVID Care Modified Duties (CCMD) a leave of absence?**

No. During a period of CCMD you will be expected to perform some or all of your normal duties. A period of CCMD is not a leave of absence or a reduction in effort.

### **What if I need to modify my duties for medical reasons?**

This is not considered a CCMD request; please contact your HR leave specialist to discuss your medical accommodation.

### **I have been at UCSF for less than a year. Am I eligible for CCMD?**

Yes. As long as your current full-time appointment is for one year or longer you are eligible to request CCMD.

### **Will I need to make up the duties that I have modified during CCMD?**

No. However, if you are a faculty member receiving administrative pay and/or clinical incentive payments, these may be impacted. Please check with your department.

### **What if I need to reduce my overall effort?**

If you need to reduce your appointment effort you may need to request a part-time reduction to accommodate family needs. Please contact your HR leave specialist to evaluate your request.

### **While on CCMD, will my benefits be fully covered?**

Yes. Your benefits will not be impacted during CCMD as this is not a leave or a reduction in effort.

### **Will my pay be affected while on CCMD?**

During a period of CCMD, faculty will continue to be paid at their approved negotiated compensation ( $X+X'+Y$ ) and non-faculty academics will be paid their fulltime salary. Faculty should discuss clinical incentives and any compensation received for an administrative role with their department.

### **Who do I contact for questions on the policy and benefits before I speak with my supervisor, chief and/or chair?**

Please consult with your HR generalist.