

School of Pharmacy Health Compensation Plan Advisory Committee (HCPAC) Meeting Minutes November 16, 2023 [1:30 pm – 3:00 pm] via Zoom

Attendees: Robin Corelli (CP/DO, Chair), Amelia Deitchman (CP), Lei Wang (PC), Sophie Dumont (BTS), Al Burlingame (PC), Crystal Zhou (CP), Phillip Babcock (VPAA) Angelie Khu (DO)

Absent: Rada Savic (BTS),

Handouts:

1. SOP Comp Plan Advisory Committee responsibilities with 2023-24 member list
 2. Summary of Proposed Compensation Plan Changes
 3. Draft of FY 24/25 Compensation Plan with Tracked Changes
 4. OPA Slide from data in OATS
 5. Schools of Pharmacy Leave Benefits Comparison
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AGENDA:

1. **Welcome:** Vice Dean Corelli began the meeting at 1:35 pm and recognized two new committee members (Drs. Deitchman and Wang) and requested a brief introduction from all present.
2. **Responsibilities of Advisory Committee:** The terms of the committee members were reviewed. The service terms for Drs. Burlingame, Savic and Zhou will end on June 30, 2024. Appointment of their replacements will require a faculty vote by each department to choose their representative for membership. The Committee's charge and responsibilities were provided to the Committee as a reminder. Dean Corelli shared the plan to update the SOP Faculty Academic Affairs website to make it easier to navigate and provide more resources.
3. **Discussion of the Summary of Proposed Changes to FY24/25 Comp Plan by Mr. Babcock (Appendix 1, Summary of Comp Plan Changes):** Proposed modifications to the Comp Plan originated from various sources including the UCOP, UCSF VPAA, leadership from all UCSF Schools, and changes to applicable policies and state Laws.
 - Effective 1/1/2023, faculty maybe be eligible for 100% of their base earnings when they take the 8-week Pay for Family Care and Bonding Leave (PFCB). PFCB leave runs concurrent with the 12-week Extended Illness Leave so it is not typically used by faculty.
 - Other Paid Leave, is a 5-day benefit to care for an ill spouse, domestic partner, child, or parent is now delineated within the fiscal year timeframe (July 1 to June 30), aligning with similar benefits spanning the FY. Additionally, the Other Paid Leave benefit will now include "designated person" as a qualifying relationship. This will allow designation of individuals beyond the household or family, expanding the benefit beyond its traditional scope.
 - Appendix B of the Comp Plan provides information and a helpful chart for Extended Illness Leave. It has been updated to incorporate examples using the current FY23/24 pay scale, including relevant pay rates.

Dr. Dumont made a motion to accept the Proposed Changes, and Dr. Zhou seconded the motion. The motion passed unanimously.

Dr. Deitchman suggested including materials and summary of different types of leaves in the SOP Faculty Academic Affairs website to make the information easily accessible to everyone. Dr. Dumont expressed difficulty in finding resources that provides concise information.

4. **Presentation on Outside Professional Activities (OPA) by Mr. Babcock (Appendix 2):** Faculty members are allowed to engage in Outside Professional Activities within their areas of academic expertise. The maximum time limit for full-time faculty is 384 hours (48 days), and the maximum amount that may be earned is \$40K or 40% of FY base salary (scale 0), whichever is greater. Faculty must disclose annually all effort (hours) and income generated from Category I and II activities. Furthermore, they must obtain pre-approval for all Category I activities.

The newest Category I activity effective 7/1/2024, is an unpaid Adjunct/Visiting Faculty appointment at another university. This must be reported, and the probability of approval depends on the level of commitment.

For FY 22/23, a total of 80 SOP Faculty reported OPAs (BTS=16; CP=35; PC=23). Total Cat 1 & Cat 2 earnings reported by 39 faculty members was \$1,207,752 (BTS=\$240,876; CP=\$92,643; PC=\$874,234). Mr. Babcock reiterated that the Dean's Office is a resource all matters related to OPAs and encouraged faculty to contact him for any questions.

Dr. Wang requested clarification on the earnings threshold. The SOP uses the maximum allowable threshold under the Academic Personnel Manual (APM) for both earnings and hours of effort. Some schools on campus have lower thresholds.

5. **Presentation on Schools of Pharmacy Leave Benefits Comparison (UCSF, UCSD, UCI) by Vice Dean Corelli (Appendix 3):** In response to a request from Dr. Dumont at the June 2023 meeting, Dr. Corelli contacted personnel from the Office of Academic Affairs and Human Resources Departments at the UC Irvine and UC San Diego Schools of Pharmacy to compare leave benefits across the three programs. In brief, the UCSF SOP benefits are equal to or more generous for every leave category when compared to UCI and UCSD. A detailed summary of the findings is found in Appendix 3.
6. **New/Old Business:** No other new/old business was introduced, and Dean Corelli adjourned the meeting at 2:46 pm.
7. **Next Meeting:** May 9, 2024 [1:30 pm -3:00 pm]

ACTION ITEMS:

1. Mr. Babcock will distribute the OPA slides to the Committee members.

Appendix 1

Summary of Proposed Changes to FY 24/25 SoP Comp Plan

- 1) Update effective date to 7/1/24, FY 24/25 (header/intro paragraph);
- 2) Section on the Pay for Family Care and Bonding Leave added: *“Effective January 1, 2023, faculty may be eligible for 100% of their base earnings (X+X’) for specific types of Family and Medical Leaves (FML).”*
- 3) Other Paid Leave benefit defined in terms of fiscal year (July 1 to June 30): *“Paid leave under such circumstances shall be for a maximum of five work days per Plan Participant per fiscal year at full rate of pay (X, X'+Y).”*
- 4) Other Paid Leave benefit now includes “designated person” as a qualifying relationship and defines that term.
- 5) Renumbering of Leave benefits to accommodate the addition of PFCB.
- 6) Updating Appendix B, Supplementary Information on Disability Insurance and Extended Illness Leave: *Updated the example to use the current FY 23/24 pay scale and include appropriate pay rates.*
- 7) Re-numbered pages: *Now totals 25 pages in unmarked up document.*

Appendix 2

Outside Professional Activities: FAQs

What are the reporting obligations and limitations for Outside Professional Activities?

- ▶ Outside Professional Activities, whether paid or unpaid or on leave, are activities that are within the faculty member's area of professional, academic expertise.*
- ▶ A conflict of commitment occurs when outside activities interfere with professional obligations to the University. The maximum time limit for full-time faculty to engage in outside professional activities is 384 hours or 48 days.
- ▶ The maximum amount that may be earned (earnings threshold) is 40K or 40% of fiscal year base salary (scale 0), whichever is greater.
- ▶ Faculty must disclose annually all time spent and income generated from Category I and II activities.
- ▶ Furthermore, they must obtain pre-approval for all Category I activities and if they anticipate exceeding the time limits or earnings threshold.
- ▶ Income earned beyond the maximum threshold is due to the Plan, as detailed in the Compensation Plan.

Outside Professional Activities: FAQs (cont'd)

What is the basis and definitions for the categories of Outside Professional Activities?

The University of California requires that faculty owe their primary allegiance to the University. Outside professional activities are categorized based on the extent to which a conflict of commitment is likely to arise.

Category I activities must be approved in advance of the activity because they require significant professional commitment. These activities include outside teaching, research, or administration of a grant, employment outside the University, assuming a founding or co-founding role of a company or assuming an executive or managerial position outside the University.

Category II activities are generally of shorter duration and include occasional service other than patient care, additional University compensated teaching, University continuing health education or self-supporting degree programs, testifying as an expert witness, consulting to for profit and non-profit entities and to governmental agencies.

Category III activities are within the scope of University employment and even if compensated do not require annual disclosure and do not count towards the time limit or the earnings threshold. Category III activities include serving on a government or professional panel, or as an officer or board member or a professional society, reviewing manuscripts, acting as an editor, attending and presenting talks at academic conferences and developing scholarly or creative works. Note: These activities do not require disclosure.

Outside Professional Activities: FAQs (cont'd)

Examples of category I activities:

- Chairman of the Board, and/or founder of a private company
- Co-founder of a fee-for-service or biotech company
- Faculty teaching and/or coordinating a course in a non-UC affiliated professional program or University
- **Adjunct/Visiting Faculty appointment at another University (new for FY 24/25)**

Examples of category II activities:

- Consultant and/or expert witness for a private legal firm
- Scientific advisor or consultant for pharma, biotech firms, venture capitalist, publisher, health insurance company, non-profit academic institution
- Member of /or consultant to the scientific advisory board of a private company

Examples of category III activities:

- 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.

Outside Professional Activities: FAQs (cont'd)

**All my consulting is on weekends, vacation or holidays.
Do I still need to report them?**

Yes.

Faculty are exempt employees (therefore not on a fixed work week) and all Category I and II professional activity counts towards the time limit and earnings threshold and must be reported (regardless of day of the week or time of day in which the activity occurred).

Appendix 3

Outside Professional Activity (OPA) SOP Overview July 2022- June 2023



UCSF SOP DEPT	DEPT FACULTY REPORTING	FACULTY REPORTING CAT 1 AND/OR CAT 2 OPA ACTIVITY	FACULTY REPORTING NO OPA ACTIVITY	PCT OF DEPT REPORTING OPA ACTIVITY	TOTAL HRS OF CAT 1 & CAT 2 OPA REPORTED	TOTAL \$ CAT 1 & CAT 2 OPA REPORTED
BTS	16	11	5	69%	907	\$ 240,876
CP	35	7	28	20%	294	\$ 92,643
PC	23	20	3	87%	2,035	\$ 874,234
Totals	80	39	36	49%	3,235	\$ 1,207,752