[Non-Senate Instructional Unit, Pre-Six Year Lecturers (IX) – Indefinite Layoff](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_2016-2020_17_layoff.pdf)

SAMPLE LETTER FOR PRE-6 NSFs

***Note to the department regarding notice requirements (to be removed):***

*A Pre-Six Year NSF will receive advance written notice prior to the effective date of layoff as indicated below, however in circumstances where advance written notice is not practicable, pay in lieu of notice will be provided. Pay in lieu of notice will not be greater than the amount of pay the NSF would have received through the last day of appointment. However, the period of advance notice shall not extend beyond the expiration date of an appointment.*

1. ***Quarter & semester appointments or initial one-year appointment or when a single course is cancelled****: 30 calendar days advance written notice (for single course no later than 30 calendar days prior to the date of the first scheduled class meeting);*
2. ***Appointment of at least one year with four through nine quarters or equivalent of University service****: 60 calendar days advance written notice;*
3. ***Appointment of at least one year with ten or more quarters or equivalent of University service:*** *90 calendar days advance written notice.*

[Department letterhead]

PROOF OF SERVICE

[Date]

To: [Pre-6 NSF Name]

[Title, Department Name]

From: [Dept. Chair Name]

[Chair, Department Name]

Subject: Notification of Layoff – Full Separation

In accordance with [Article 17 - Layoff, Section E, of the Non-Senate Instructional Unit Memorandum of Understanding (MOU)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_2016-2020_17_layoff.pdf), I regret to inform you that due to (budgetary/operational considerations) it is necessary to place you on indefinite layoff effective     (Date)    .  Your last day on pay status will be     (Date)    . [*If pay in lieu is applicable, include the following sentence*: Consistent with the provisions in Article 17, Section E.2, you will receive pay in lieu of notice for \_\_\_ calendar days from \_\_\_\_\_\_ to \_\_\_\_, 20\_\_.]

You will be on layoff status from the effective date through \_\_\_\_\_\_\_\_\_\_\_[original appointment end date] and will be eligible for reemployment consideration in accordance with Article 17, Section H.

If you have any questions regarding UC-sponsored insurance plans, retirement savings plans, or are considering retirement from UC, please contact the Benefits Office in Human Resources at (951) 827-4766, or via email at benefits@ucr.edu, to discuss your options. Additional resources are presented to you in the enclosed Resources for Employees who Have Received Notice of Layoff.

As an employee on layoff status, you may be eligible to receive unemployment insurance benefits. To determine your eligibility you must file a claim at a local office of the State of California Employment Development Department (EDD). You may also file a claim by calling EDD at 1-800-300-5616 or via the Internet at [www.edd.ca.gov](file:///C%3A%5CUsers%5Cmarielar%5CAppData%5CRoaming%5CMicrosoft%5CWord%5Cwww.edd.ca.gov). Additionally, a Human Resources representative is available at (951) 827-3641, or at employee.relations@ucr.edu, to provide you with information regarding considerations in determining eligibility.

I would like to take this opportunity to express the department’s appreciation for your years of dedicated service. You have been a valuable member of [department name], and your contributions have been greatly appreciated.

If you have questions regarding your transition from University employment, please contact [name of HRBP], [title], [department], at 951-827-[XXXX ].

[supervisor’s signature]

[name]

[title]

Enclosures: Proof of Service Form

Resources for Employees who Have Received Notice of Layoff

cc: Dean’s Office

Academic Personnel Office

 HR - Employee and Labor Relations

 HR - Benefits

Personnel File

 UC-AFT (Joshua Fenton, President, UC-AFT Local 1966, fentonjp@gmail.com)

***NOTE TO DEPARTMENT****: The IX contract requires concurrent notice of this action to the UC-AFT; therefore, departments must provide a copy of the above letter to Employee and Labor Relations along with the proof of service form at the time the employee is notified.*