The Employee-Initiated Reduction In Time (ERIT) program is a temporary, voluntary program in which eligible employees may, with the approval of their department, reduce their working hours and corresponding pay between 5% and 50%. ERIT participants, who must remain on pay status at least 50% of full-time each month while on ERIT, continue to accrue vacation and sick leave at their pre-ERIT accrual rate, but will accrue UCRP service credit based on their reduced appointment.

Additionally, employees who participate in the Employee Reduction In Time (ERIT) program who, as a result of reduction in time, no longer meet the salary basis test will be designated as non-exempt employees. Additional information about the FLSA rule can be found on the HR website at http://hr.ucr.edu/salary.html.

Departments may contact Human Resources for organizational assistance in reviewing the objectives, processes and work environment to determine how ERIT might successfully be incorporated, from a workload and meeting key commitments perspective, possible ideas include:

- Pilot ERIT to assess if it’s feasible to continue for the longer term
- Rotate participation (take turns) in the event of multiple requests for ERIT
- Establish core work hours (e.g., 10:00 a.m. – 2:00 p.m., etc.)
Procedure:

1. The department head and the employee must agree upon a set schedule and complete the ERIT form.
2. The original ERIT Contract/Contract Amendment should be scanned and forwarded to the appropriate Shared Service Center (SSC) via ServiceLink.
3. SSC will enter the request into Path.
4. Once complete the original form should be placed in the employee’s personnel file, with copies to:
   › HR Policy Analyst (Mary White)
   › Retirement Administration Service Center (RASC)
     Office of the President
     300 Lakeside Dr. 5th Floor
     Oakland, CA 94612-3550
   › Employee

Represented employees’ participation in ERIT is subject to collective bargaining.