



University of California

Employee-Initiated Reduction In Time Program (ERIT)

*Created July 1, 2014
Revised November 2018*

Renewed July 1, 2017

The following unions have agreed to allow participation in the ERIT program on or after July 1, 2017

- › American Federation of State, County and Municipal Employees (AFSCME), representing the EX, SX, and K7 bargaining units
- › Teamsters Local 2010, representing CX, K4 and K6 bargaining units
- › Union of American Physicians and Dentists (UAPD), representing the DX bargaining unit
- › University Professional and Technical Employees (UPTe), representing the HX, RX, and TX bargaining units

Additional information regarding future participation of the California Nurses Association (CNA), representing the NX bargaining unit will be forthcoming.

- › [ERIT Program Information](#)
- › [ERIT Frequently Asked Questions](#)
- › [ERIT Contract](#)
- › [ERIT Contract Amendment](#)

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.

Employee-Initiated Reduction in Time (November 2018 - reviewed June 2024)