Clerical and Allied Services (CX) Unit - Sample Indefinite Reduction in Time (RIT) Letter

[Department Letterhead]

Proof of Service – Personal Delivery [or U.S. Mail]

[Date] ***NOTE TO DEPARTMENT (to be removed from letter to employee):*** *The CX contract states departments shall give 60 calendar days advance notice, if feasible. The University may pay up to 45 days of the 60-day notice period in lieu of notice. In no event shall an employee receive less than 45 days’ notice of indefinite layoff/indefinite reduction in time. In the event of an anticipated indefinite reduction in time of 5 or more FTE on the same effective date in the same layoff unit, the University will, to the extent possible, give 45 calendar days advance notice to Teamsters.*

To: [Employee Name]

[Title, Department Name]

From: [Supervisor Name]

[Title, Department Name]

Subject: Notification of Indefinite Reduction in Time (RIT)

I regret to inform you that due to [budgetary/operational considerations/lack of work/reorganization] it is necessary to indefinitely reduce your current appointment from [percent of time, e.g., 100%], to [percent of time, e.g., 50%] effective [date].

***NOTE TO DEPARTMENT (To be removed from letter)*** *In lieu of this Indefinite RIT, the employee may elect to take full layoff, as described below.*

I hope that you will accept this reduction in time and continue your employment with the University. However, you may elect to take a full layoff instead of the reduction in time, in which case your employment will come to an end effective [date].

I encourage you to read the UC-Teamsters 2017-2022 labor contract, Article 13, Layoff and Reduction in Time, to fully understand your rights and obligations under an indefinite reduction in time. The contract can be found at: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/contract.html>. You may also want to speak with a union representative directly.

Whether you accept the reduction in time or elect layoff, you will have the *right to* *recall* in this department and the *right to preferential rehire status* in this and other departments on campus, as outlined below:

Right to Recall: You will have the right to be recalled in order of seniority to this department for a three (3) year period beginning [effective date of indefinite reduction in time or layoff]. Right to recall applies to career positions for which you are qualified in the Clerical (CX) bargaining unit, in the same classification, and at the same or lesser percentage of time as your current position.

Preferential Rehire: *[****NOTE TO THE DEPARTMENT (to be removed from letter)****: Employees with less than five (5) years of service shall retain preferential rehire eligibility for one (1) year; employees with five (5) to nine (9) years of service shall retain preferential rehire eligibility for two (2) years; employees with ten (10) or more years of service shall retain preferential rehire eligibility for three (3) years.]* As a career employee with [insert number] years of service, you will have preferential rehire status in this and other departments for a [number] year period beginning [date of notice, or two months prior to effective date, whichever is later]. Preferential rehire consideration applies to active and vacant career positions in your bargaining unit on campus; in classifications with the same or lower salary range maximum; and at the same or lesser percent of time as your current position. You must also meet the minimum qualifications for these positions. You may exercise this right immediately after receiving this written notification of indefinite reduction in time. Your preferential rehire rights begin with your election of this option. Applicants exercising the right to preferential rehire are responsible for notifying the Talent Acquisition and Diversity Outreach unit in Human Resources of their preferential rehire status; of the vacant career positions for which they would like to be considered; and for filing timely job applications for those positions.

Alternatively, you have the option to elect severance pay proportional to the reduction in time *in lieu of* preferential rehire and the right to recall. *[****NOTE TO THE DEPARTMENT (to be removed from letter]*** *Please refer to Article 13 G of the Clerical and Allied Services contract for details on computing the amount of severance pay for either option.)* Employees who elect this option shall be paid a lump sum amount of one week (5 workdays) of base salary for each full year of University service up to a maximum of 16 weeks. According to the University’s calculations, you have [number] years of service from your most recent date of hire. Your reduction in time is [number] percent. Based on your years of service you are eligible for **[**number] weeks of prorated severance pay in the amount of $[amount]. Please note that in accepting this option, you will be waiving your rights to preferential rehire and recall. Once you have opted for severance, you must take severance for any further reduction in time or layoff. Complete the enclosed form, “CX Employee Election for Severance in Indefinite Layoff/Reduction in Time” to indicate your election, and return it to your department within 14 calendar days of receipt of this letter. Once you have submitted the completed form, your election is irrevocable per the Clerical and Allied Services contract. In the event you do not sign the Severance Election form within the fourteen (14) calendar day time period, you will default to preferential rehire and recall rights.

Severance Repayment**:** Please note that if you subsequently become re-employed with the University to a career position at the same or higher salary and same percentage of time as the position you hold currently, during the period for which severance was paid, you must either repay the excess severance pay, in full, or sign a severance repayment agreement. You may not commence work with the University during the period for which severance was paid without making adequate repayment arrangements. The same is true if your appointment time is increased by the University before the expiration of the number of weeks for which you received severance payments.

If interested in other career opportunities at UC Riverside, please contact the Talent Acquisition and Diversity Outreach office in Human Resources via email at careers@ucr.edu or at (951) 827-3575, for information on current job openings and application procedures. You may also visit the UCR Jobs website at <https://jobs.ucr.edu>.

There may be important benefits considerations associated with an Indefinite Reduction in Time. If you have questions regarding UC-sponsored insurance plans, retirement savings plans, or are considering retirement from UC, please contact Benefits via email at benefits@ucr.edu, to discuss your options. At this time, you may want to review your voluntary retirement saving plan contributions and adjust accordingly, if necessary. Information concerning any funds you may have in the Tax-Deferred 403(b) Plan, and the 457(b) Deferred Compensation Plan, can be obtained by contacting Fidelity Retirement Services at 1-866-682-7787, 5 a.m. to 9 p.m., PT, or online at: <http://netbenefits.com>.

As an employee on Indefinite Reduction in Time 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%5CTiffany%5CAppData%5CRoaming%5CMicrosoft%5CWord%5Cwww.edd.ca.gov). Additional unemployment insurance information has been included for your reference.

If you have questions regarding your transition to an Indefinite Reduction in Time or layoff status, please contact [name of HRBP], [title], [department], at 951-827-[XXXX ] or at [email address].

I would like to take this opportunity to thank you for your contributions to the Department.

Sincerely,

Name

Title

Department

Attachments: Proof of Service

 Severance Election Form

Unemployment insurance information

cc: HR Business Partner

Employee and Labor Relations

 Human Resources Benefits Department
  Department Personnel File

 Teamsters Local 2010

 9900 Flower Street

Bellflower, CA 90706

*NOTE TO DEPARTMENT (to be removed from letter): The CX contract requires concurrent notice of this action to Teamsters; therefore, departments must provide a copy of the above letter to Employee and Labor Relations at the time the employee is notified, along with the proof of service form*