Service (SX) Unit - Sample Notice of Indefinite Reduction in Time (RIT)

[Department Letterhead]

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

[Date] ***NOTE TO DEPARTMENT (to be removed from letter to employee):*** *The SX contract states departments shall give 30 calendar days advance notice, if feasible. If less than 30 calendar days’ notice is given, the employee shall receive straight time pay in lieu of notice for each additional day the employee would have been on pay status to a maximum of 30 days. In the event of an anticipated indefinite layoff/reduction in time of five or more full-time-equivalent (FTE) employees on the same effective date in the same layoff unit, the University will, to the extent possible, give 45 calendar days’ notice to AFSCME. For conversion from temporary layoff/reduction in time to indefinite, the University shall give 30 calendar days’ notice, if feasible.*

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/lack of work] it is necessary to indefinitely reduce your current appointment from [percent of time, e.g., 100%], to [percent of time, e.g., 60%] effective [date]. I hope that you will accept this indefinite reduction in time and continue your employment with the University.

I encourage you to read the UC-AFSCME (SX) 2020-2024 labor contract, Article 16, Layoff and Reduction in Time, to fully understand your rights and obligations under an indefinite reduction in time; see:

<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/docs/sx_article_16.pdf>. You may also want to speak directly with a union representative.

Per the SX contract, 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]. Right to recall applies to career positions for which you are qualified in the Service (SX) 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 at the time of layoff/RIT shall retain preferential rehire eligibility for one (1) year; employees with five (5) to less than ten (10) 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]. 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.

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](mailto: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](mailto: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:\Users\Tiffany\AppData\Roaming\Microsoft\Word\www.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

AFSCME/SX

1280 Palmyrita Avenue, Suite F

Riverside, CA 92507

*NOTE TO DEPARTMENT (to be removed from letter): The SX contract requires concurrent notice of this action to AFSCME; 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.*