**Clerical and Allied Services (CX) Unit - Sample Letter, Temporary Reduction in Time (RIT)**

[Department Letterhead]

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

[Date] ***NOTE TO DEPARTMENT******(to be removed from letter):*** *For temporary reduction in time expected to last 120 calendar days or less, the University shall give 15 calendar days’ notice of the expected beginning and ending dates of the reduction in time.*

To: [Employee Name]

[Title, Department Name]

From: [Supervisor Name]

[Title, Department Name]

Subject: Notification of Temporary Reduction in Time (RIT)

I regret to inform you that due to [budgetary/operational considerations/reorganization] it is necessary to temporarily reduce your appointment from [percent of time, e.g., 100%] to [percent of time, e.g., 50%] effective [date]. This temporary reduction in time is expected to end effective [date]. If this date changes, you will be given notice of the new date on which you will return to your regular appointment rate.***[NOTE TO DEPARTMENT (to be removed from letter):*** *If ending date is certain, it must be no later than 120 calendar days from effective date of the temporary reduction in time, or, if ending date is unknown, state the ending date as 120 calendar days after effective date].*

I encourage you to read UC-Teamsters 2022-2026 labor contract Article 13 –Layoff and Reduction in Time, so that you fully understand your rights and obligations under a temporary reduction in time. You may also want to speak with a union representative. The contract can be found online at: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>.

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 for information on current job openings and application procedures. You may also want to visit the UCR Jobs website at <https://jobs.ucr.edu>.

There may be benefits considerations associated with temporary reduction in time. If you have any questions regarding the possible effects of a temporary reduction in time on your UC-sponsored insurance plans, retirement savings plans, or are considering retirement from UC, please contact Benefits via email at benefits@ucr.edu. At this time, you may want to review your 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 temporary 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 other questions regarding your transition into this temporary reduction in time please contact [name of HRBP], [title], [department], at 951-827-[XXXX ] or at [email address].

Sincerely,

Supervisor Name

Title

Department

Attachments: Proof of Service

 Unemployment Insurance Resources

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 along with the proof of service form at the time the employee is notified.*