**University of California Office of the President**

**Proposed 2020-21 Curtailment Program**

The UC Office of the President is contemplating an expanded curtailment program to address financial challenges, while minimizing impacts to employees. The proposed program would be progressive in its impact on employees: higher-compensated employees would carry a relatively larger percentage of the burden through a tiered plan designed to protect employees with lower earnings.

**Proposed Program Features:**

* Employees would be grouped into salary tiers and employees in each tier would be allowed to use a different combination of paid and unpaid time off to cover a minimum five-day curtailment (inclusive of the existing three-day curtailment in December 2020). This program would be implemented in the 2020-2021 fiscal year. Any additional days of curtailment are subject to administration by campus-based policies and/or preferences.
* The reduction in pay from the additional curtailment days will be spread over a number of months, regardless of when the curtailment days occur, to mitigate the financial impact on employees.
* Employees in the lowest income tier would be permitted to use accrued vacation days for the five (5) minimum days of the curtailment period under this proposal. Each campus will provide direction as to how to administer any campus-based curtailment.

Key points about the proposal include:

* Higher-earning employees would be permitted to use accrued vacation or other leave for a portion of the curtailment period to varying degrees, based on their income level.
* Employees in the highest income tier would be required to take all five of the minimum curtailment days as unpaid leave.
* Employees in the lowest income tier would be permitted to use accrued vacation days for at least five days of the curtailment period.
* Employees with insufficient vacation accrual balances would be permitted to use vacation credits prior to their actual accrual.
* UCOP would seek changes to the University of California Retirement Plan or other policies, as needed, to avoid negatively impacting employee retirement benefits.
* For employees without adequate paid time off, the University would grant a grace period to cover the time until paid time off is accrued.
* Campuses would identify essential workers who would be exempt from the program (e.g., medical/clinical staff, or staff deemed essential for the health and safety of students and employees, such as staff needed for COVID deep-cleaning of facilities).
* Unless otherwise exempted, all staff and fiscal-year academic personnel would participate in the program.
* For academic-year faculty, the program would be implemented as an equivalent reduction in salary (based on the salary tiers established under the program) but would not result in additional paid or unpaid time off.

**Frequently Asked Questions**

**Q1. Is this a furlough?**

A1.  This is a curtailment (campus closure), combined with progressive salary reductions based on salary tiers, which is still to be determined.

**Q2. What is the intent of the proposed curtailment program?**

A2. Each year the University of California observes a minimum curtailment period formally known as the holiday closure (e.g., Christmas Eve through New Year’s Day). The proposal to expand the minimum curtailment period is an effort to address our financial challenges, while minimizing impacts to employees.

**Q3. How many curtailment days does UCR generally observe?**

A3. UCR generally observes 3 to 4 curtailment days (excluding holidays). In 2019, there were four curtailment days over the 2019-2020 Winter Holiday Closure.

**Q4. Does this impact my benefits?**

A4. The University of California Office of the President (UCOP) would seek changes to the University of California Retirement Plan (UCRP) or other policies, as needed, to avoid negatively impacting employee retirement benefits.

**Q5. How will this impact UCPath?**

A5. Implementation would be contingent upon making all necessary modifications to UCPath to avoid unexpected payroll disruptions.

**Q6. I am an exempt employee (“exempt” from overtime pay), will I be expected to work during the curtailment period?**

A6. Exempt employees are not expected to work during the curtailment period, unless they are deemed essential employees. Your supervisor will be able to identify which employees are deemed essential for this upcoming curtailment period.

**Q7. Does this impact represented employees?**

A7. Campus partial closure/curtailment days will be processed in accordance with existing contract provisions, and are subject to discussion and/or collective bargaining where applicable.

**Q8. Where can I find additional information?**

A8. Additional information on the consultation process of the possible expanded curtailment program is available on the UC website: <https://ucnet.universityofcalifornia.edu/news/2020/10/president-drake-begins-consultation-process-on-possible-expanded-curtailment-program.html>.

**Q9. When does this go into effect?**

A9. No decisions have been made at this time. The proposed curtailment program is intended for consideration and discussion. A final decision will come after a 30-day period of consultation. Your review and feedback will inform the next steps.

**Q10. How do I provide feedback?**

A10. Feedback on the proposed program is being accepted through Wednesday, November 4, 2020 at 11:59 p.m.

Use the following link to submit your feedback: <https://ucriverside.az1.qualtrics.com/jfe/form/SV_3jvOVIB8s1jtyhD>.

**Q11. Are there workforce reduction options available other than temporary and indefinite layoffs, are there workforce reduction options available?**

A11. 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.

Additional information on the ERIT program is available on the HR website at: <https://hr.ucr.edu/sites/g/files/rcwecm656/files/2019-03/whw-employee-initiated-reduction-in-time.pdf>

**Q12. What are the salary levels that will be used to determine if someone can use their leave balances or take LWOP?**

A12. Those details have not yet been defined. We expect UCOP will first gather systemwide feedback before determining how to proceed.

**Q13. If this curtailment program, which may include some LWOP provisions for some individuals, is implemented, does this mean there will not be any future Furlough or Salary reduction options implemented?**

A13. At this time UCOP is asking for our input on the information they have shared. We expect more information will be forthcoming after UCOP receives campus input on the current proposal. Any input in relation to future furlough/salary reductions would be important to share.

**Q14. If I am an hourly employee (eligible for overtime pay), will I be expected to work during the curtailment period?**

A14. Not unless you are deemed an essential employee. Your supervisor will be able to identify which employees are deemed essential for this upcoming curtailment period.

**Q15. I have seen the summary information provided but I still have questions. Where can I obtain additional information on this proposal?**

A15. The information from UCOP that has been shared is all the information available at this time. UCOP is wanting to gather feedback on this curtailment/LWOP approach from each campus to determine next steps.