

DATE: August 7, 2009

TO: UC Santa Cruz Senate Faculty and Non-Represented Academic and Staff Employees

FROM: Assistant Vice Chancellor Willeen McQuitta, Staff Human Resources
Assistant Vice Chancellor Pamela Peterson, Academic Personnel

RE: Proposed Campus Curtailment/Furlough Dates

As you are aware, the University of California Board of Regents approved a one-year furlough/salary reduction plan that will be effective September 1, 2009. Under this plan, affected employees will see a salary reduction of between four and 10 percent, coupled with the accrual of a specific number of paid furlough days. Detailed information on the plan is available at <http://www.universityofcalifornia.edu/budget/?p=658>. For employees who are exclusively represented, the University furlough/salary reduction plan is subject to collective bargaining.

For some years, the campus has curtailed services for several days between Christmas and New Year's Day in order to save utility costs (previously referred to as campus closure). For the 2009-10 academic year, campus leadership is proposing to increase the number of curtailment days in order to minimize the impact of furlough days on campus operations and employee workload and to maximize other cost savings where possible. The goal is to designate a maximum of ten working days as campus curtailment days in winter and spring.

While none of the curtailment days proposed include currently scheduled days of instruction, the campus is considering the elimination of some days of instruction that faculty may use as furlough days. We are awaiting approval from the Office of the President regarding whether faculty can take furloughs on days of instruction.

The dates proposed for campus curtailment are:

Winter Campus Curtailment - December 19, 2009 through January 3, 2010

- Creates a full two-week winter curtailment.
- December 24, 25, 31, and January 1 are paid university holidays for eligible employees.
- Six days, (December 21, 22, 23, 28, 29 and 30) are not paid holidays.

Spring Campus Curtailment - March 22 through March 26, 2010

- Creates a full one-week spring curtailment.
- March 26, 2010 is a paid university holiday for eligible employees.
- Four days (March 22, 23, 24, and 25) are not paid holidays.

In all, campus services would be curtailed for 15 weekdays of which five days are scheduled holidays and 10 days are curtailment days.

On the ten campus curtailment dates, employees who are included in the furlough/salary reduction plan are required to use their furlough days during the campus curtailment. Employees who are not included in the furlough/salary reduction plan will be required to use vacation days, accrued compensatory time off, or leave without pay. It is expected that employees without sufficient accrued furlough or vacation days will be allowed to use a certain number of days in advance of their actual accrual as specified in University personnel policies. Employees normally required to wait six months before using accrued vacation will be allowed to use vacation even if the required waiting period has not been completed.

Units needing to maintain normal operations during the campus curtailment would be allowed under established "Exceptions to Campus Curtailment" procedures, which are issued annually. Due to the diverse responsibilities of academic appointees and the flexibility in performing their obligations, it is anticipated that some academic appointees will need to continue working during campus curtailment. Fiscal-year appointees will be expected to use vacation or furlough days, if the curtailment precludes their working.

For employees who will accrue greater than ten furlough days, use of the remaining furlough days would be granted by their supervisors in accordance with each unit's operational needs.

If you wish to comment on this proposal, please do so by sending an email message by Friday, August 14, 2009 to:

Academic employees: APO@ucsc.edu

Staff employees: SHRadmin@ucsc.edu

Note: Senate Faculty may also submit comments to the Santa Cruz Faculty Association.