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Unit Managers: Please post a paper copy of this message in your area for people who do not have regular computer access.

August 7, 2008

To: UCSC Staff and Academic Employees  
Fr: Willeen McQuitta, Director of Staff Human Resources  
Pamela Peterson, Assistant Vice Chancellor, Academic Personnel  
Re: Staff and Academic Reduction in Time (START) Program Update

As announced earlier, the University has implemented a two-year Staff and Academic Reduction in Time (START) Program effective July 1, 2008.

All regular status (non-probationary career) staff employees and all academic personnel (except those in faculty and student academic titles and Postdoctoral Scholars) with appointments of at least 60 percent time are eligible to participate in START.

For exclusively represented employees, participation in START is subject to collective bargaining. At this time, employees in the following bargaining units are eligible to participate in the START program: Clerical, Technical Employees, Research Support Professionals, Service Employees, Patient Care Technical Employees, Skilled Craft, Librarians, and Residual Health Care Professionals.

For staff employees requesting participation in START effective the first of any given month, completed and approved START contract forms must be received by the appropriate HR Service Team no later than the last working day of the month prior to the effective date. Questions about the program should be directed your HR Service Team Representative, [http://shr.ucsc.edu/hrst/hrst\\_locate-team.htm](http://shr.ucsc.edu/hrst/hrst_locate-team.htm)

For academic personnel requesting participation in START effective the first of any given month, completed and approved START contract forms must be received by the appropriate divisional academic personnel coordinator by the last working day of the prior month to the effective date. Questions about the program should also be directed to the divisional academic personnel coordinator.

Additional information regarding the program guidelines, program brochure describing the features of START, including useful questions and answers, and START contract forms are available online at: <http://shr.ucsc.edu/>