

UC SANTA CRUZ
IMPLEMENTATION OF UC FURLOUGH/SALARY REDUCTION PROGRAM
09-01-09

The following principles guided the UCSC implementation plan:

- Maximum preservation of our instructional, research and service missions;
- Provide as much flexibility as possible to units and managers to determine appropriate furlough days aligned with operational needs;
- Simplicity and manageability for understanding and implementation to the extent possible;
- Achieve savings potential through energy conservation and other measures.

FURLOUGH/SALARY REDUCTION PLAN: STAFF EMPLOYEES

UCSC will not designate any mandatory furlough days. For employees participating in the plan, discretionary furlough days are to be scheduled in accordance with each unit's operational needs and in a manner that is compliant with the ["2009-2010 Furlough/Salary Reduction Plan Provisions Governing the Use of Furlough Time"](#). Please refer to the section entitled "Discretionary Days".

In order to assist units with the scheduling of furlough days, the campus will curtail operations to only essential functions for the following periods:

Winter Campus Curtailment: Curtail all but essential operations for the period of December 19, 2009 through January 3, 2010.

- Establishes a 16-day winter curtailment period.
- 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: Curtail all but essential operations for the period of March 25, 2010 through March 26, 2010.

- Established a 2-day spring curtailment period.
- March 26 is a paid university holiday for eligible employees.
- March 25 is not a paid holiday.

Units needing to maintain normal operations during the campus curtailment period will be allowed to do so under the established "Exceptions to Campus Curtailment" procedures which are issued annually.

Use of furlough days during campus curtailment is not mandatory. Employees who accrue furlough days will be encouraged to use them during curtailment periods. Employees affected by the campus curtailment will be allowed to use furlough days, vacation days, compensatory time off and leave without pay, where applicable.

Non-Represented staff employees who accrue furlough and/or vacation days and who are without sufficient accrued days to cover the curtailment periods will be allowed to use such days in advance of their actual accrual. For non-represented staff employees, up to six vacation days may be advanced, to be used only during curtailment periods consistent with UC policy. Furlough days may be advanced up to an appointee's allotted number of days per their salary band.

Represented staff employees who are not participating in the furlough/salary reduction plan will be allowed to utilize accrued vacation leave, leave without pay or compensatory time off. For those without sufficient accrued vacation days to cover the curtailment periods, represented staff employees may be allowed to borrow up to three vacation days in advance of accrual, consistent with contract provisions. *(Note: this may change subject to current bargaining).*

FURLOUGH/SALARY REDUCTION PLAN: ACADEMIC EMPLOYEES

UCSC will not designate any mandatory furlough days. Supervisors and managers, including department chairs and principal investigators, will schedule furlough time in a manner that is compliant with the [“2009-2010 Furlough/Salary Reduction Plan Provisions Governing the Use of Furlough Time”](#). Please refer to the section entitled “Discretionary Days”.

In order to assist units with the scheduling of furlough days, the campus will curtail operations to only essential functions for the following periods:

Winter Campus Curtailment: Curtail all but essential operations for the period of December 19, 2009 through January 3, 2010.

- Establishes a 16-day winter curtailment period.
- 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.
- No instructional days are affected.

Spring Campus Curtailment: Curtail all but essential operations for the period of March 25, 2010 through March 26, 2010.

- Established a 2-day spring curtailment period.
- March 26 is a paid university holiday for eligible employees.
- March 25 is not a paid holiday.
- No instructional days are affected.

Use of furlough days during campus curtailment is not mandatory. Due to the diverse responsibilities of academic employees and the flexibility in performing their obligations, it is anticipated that some academic employees will need to continue working during campus curtailment periods. For academic employees who accrue furlough and/or vacation days, if campus curtailment precludes them from working or if they elect not to work, they will be required to use furlough days, vacation days or take leave without pay. Academic employees who accrue furlough days will be encouraged to use them during curtailment periods.

Non-represented academic employees who accrue furlough and/or vacation days and who are without sufficient accrued days to cover the curtailment periods will be allowed to use such days in advance of their actual accrual. For non-represented academic employees, up to six vacation days may be used in advance of actual accrual, to be used only during curtailment periods as specified in University personnel policies. For academic employees participating in the furlough/salary reduction plan, furlough days may be advanced up to an appointee’s allotted number of days per their salary band.

Represented academic employees who are not covered by the furlough/salary reduction plan and who accrue vacation will be allowed to utilize accrued vacation leave, leave without pay or

compensatory time off. For those without sufficient accrued vacation days to cover the curtailment periods, represented academic employees may be allowed to borrow vacation days in advance of accrual, consistent with contract provisions.

For faculty participating in the Furlough/Salary Reduction Plan, discretionary furlough days cannot be taken on instructional days (days for which a faculty member is scheduled to give lectures, lead classes or workshops, have scheduled office hours, or have other scheduled face-to-face responsibilities for students) as stipulated by the UC Office of the President. A list of faculty titles can be found in [APM 110-4\(14\)](#).

Since furlough days are not considered service days for faculty members, furlough days can be used for outside professional activities that may be remunerated per current policy (see [APM-025](#), Conflict of Commitment and Outside Activities of Faculty Members). Research effort may be remunerated for Senate faculty through participation in the UC Systemwide Furlough Exchange Program.

LIMITED SERVICE DAYS

The Executive Vice Chancellor has directed principal officers to work together to coordinate one to four days per month that will be identified as limited service days.

For example, it may be determined that full or partial day office closure on the first and third Fridays of each month would be helpful in assisting employees in managing workload and/or scheduling furlough days. Although these dates will not be campus curtailment dates, there is benefit to coordinating periods of limited service availability. Periods of limited service availability will be communicated broadly to customers in order to set service expectations in alignment with service availability. A website will be available to document the service hours of campus offices. There are several important benefits to identifying common limited service periods:

- Allows for clear and consistent messaging to campus constituents.
- Allow alignment of service reductions.
- Allows maximum flexibility to managers and employees in scheduling as compared to mandated campus curtailment days.

ALTERNATIVES TO FURLOUGH/SALARY REDUCTION PLAN FOR REPRESENTED EMPLOYEES

Barring immediate agreement with the unions to effectuate the furlough/salary reduction plan, principal officers will follow the existing union contract provisions for temporary or permanent layoff actions to achieve the required salary savings. The provisions provided in the contracts are:

For Staff on Closed Union Contracts and Librarian Contracts

- Temporary layoff (continuous block of time/days) or temporary reductions in time for a period of 120 days or less
- Permanent layoffs or permanent reductions in time

For Open (Expired) Staff Contracts

- Temporary layoff for a period of 120 days or less in a continuous block of time/days
- Permanent layoffs (Reduction in time is not an option)

For Non-Senate Faculty

- Reduction in time and permanent layoffs

Curtailment Periods

During curtailment periods, employees not subject to the furlough/salary reduction plan (including exclusively represented employees) may elect to use vacation or borrow vacation (if accruing), use accrued compensatory time off, or take the time without pay, consistent with contract provisions.

IDENTIFICATION OF CAMPUS-EXEMPTED TITLES

The Office of the President has provided exemptions from participation in the program for the following groups of employees:

- Employees of the Lawrence Berkeley National Laboratory;
- Academic and staff employees whose pay is funded entirely by research and extramural (government and private contracts and grants) funds, or the portion of an employee's salary that may be partially funded from these sources;
- Student employees, including postdoctoral, graduate and undergraduate employees, health sciences trainees and postdoctoral fellows, except where those employees are exclusively represented by unions;
- Employees working reduced hours under the START program if their voluntary reduction is already equal to or exceeds the percent reduction for their respective pay band;
- Foreign national employees working pursuant to H-type and E3 visas. (These visas are job and site specific; once approved, the employee is eligible to work at the job for which that visa was approved and any changes in terms of and conditions of employment require additional submissions for federal agency approval.);
- Employees whose participation is precluded by law. (Employees with employment contracts that cannot be changed unilaterally by the University will be asked for a voluntary salary reduction appropriate for their pay band.

In addition to these six groups of employees, the campus will approve exemptions for police, fire, security and dispatcher personnel.

The Student Affairs Division may need to provide exemptions for some staff in the Health Center in order to provide urgent care services, including the possibility of managing an H1N1 outbreak.

Principal Officers are delegated the authority to identify further exempted positions on a divisional basis to meet health, safety or regulatory requirements. EVC Kliger should be notified of the exemption, and the employee information should be provided to Staff HR or the Academic Personnel Office as appropriate.

The one-time salary savings that would have been realized from the above referenced exempted positions (or any additional exemptions made by the principal officers) must be contributed from alternative divisional resources.