ERIT Program: Employee-Initiated Reduction in Time (ERIT) Program

**Start**

Is your Unit participating in the ERIT program?

- **YES**
  - If your Unit is participating in ERIT, complete the ERIT Contract form and submit the form to your supervisor for approval.
  - Your ELRA will send e-mail confirmation to you and your Supervisor with the begin date for your participation in the ERIT Program.

- **NO**
  - You may not reduce your time through the ERIT program.

**Supervisor/Designee**

- In conjunction with your Department Head, approve the request based upon your business operations and workload considerations.
- You or your Department Head will provide the ELRA with the employee’s completed and approved ERIT Contract or Contract Amendment form.
- Your ELRA will send e-mail confirmation to you and your employee with the begin date for participation in the ERIT Program.

**Employee & Labor Relations Analyst (ELRA)**

- Receive the approved and completed employee ERIT Contract or Contract Amendment form and:
  - Confirm that the Contract has required signatures and employee is eligible to enroll in ERIT.
  - Reviews the Payroll OEU calendar to determine if Employee’s desired effective date is within an open OEU period.
  - If the OEU period needed is closed, the ELRA will communicate the new effective date (1st of following month) to the employee and Supervisor.
  - Creates two additional copies of form for internal processes.
- Send e-mail confirmation to the employee and supervisor to confirm:
  - The begin date and duration of reduction in time
  - The importance of adhering to the indicated schedule
  - Accrual adjustments
  - Procedure for Reduced Holidays

**Service Operations Specialist (SOS)**

- **PPS Entry:**
  - Receive ERIT form and copies from the ELRA and enter the ERIT information into PPS.
  - Refer to the PPS User Manual, section 4.15 for instructions.
- **Database Entry:**
  - Update any Service Team internal databases, including timekeeping systems.
  - Refer to the CruzPay Timekeeper ERIT Instructions for CruzPay system users.
- **Records Distribution:**
  - One copy to the Employee
  - One copy mailed to: Retirement Administration Office of the President 300 Lakeside Dr. 5th Floor Oakland, CA 94612
  - Original to Personnel file

**Finish**

Revised 7-1-2012