MUST BE PROVIDED AT LEAST FORTY-FIVE (45) CALENDAR DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE REDUCTION IN TIME; COPY TO THE UAW WITHIN FIVE (5) WORKING DAYS OF THE REDUCTION IN TIME NOTICE TO THE ACADEMIC RESEARCHER

«Date»

«Name»

«Department»

RE: Notice of Reduction in Time

I regret to inform you that effective «Date», it will be necessary to reduce your appointment as «Title», «Step», from «percentage of time» to «percentage of time» in the Department of «Name», «School/Division/College» of «Name», due to «reason for reduction in time e.g., change in programmatic need in the lab/hiring unit, lack of work, or lack of appropriate funding» per Article 11, Layoff and Reduction in Time. [ONLY IF PAY-IN-LIEU IS APPLICABLE: Consistent with the provisions in Article 11, Section C, you will receive pay in lieu of notice for \_\_\_ calendar days from \_\_\_\_\_\_ to \_\_\_\_, 20\_\_. *[USER NOTE: pay in lieu is for the portion of the 45-calendar day advance notice that was not provided.]*

The effective date of this layoff is «Date» and your assigned duties will be reduced commensurate with your new appointment percentage.

*[Insert these provisions if, as a result of the reduction in time, the individual needs to be reclassified from exempt to non-exempt.]*

As a result of the reduction in time, your position will need to be classified as non-exempt/overtime-eligible. As a non-exempt/overtime-eligible employee, you will be asked to track and record all hours worked and you will receive overtime if you work more than 40 hours in a workweek. This change is being driven by the Fair Labor Standards Act rules and has nothing to do with your performance or contributions to the University of California.

This change in your appointment status does not affect the following terms of your appointment:

1. The end date of your appointment remains «Appt\_End\_Date».
2. Your total annual full-time salary rate is unchanged and will now be pro-rated and your hourly rate will be as follows: «New Rate».
3. Your job title and job duties will not change (though, the amount of assigned duties will be reduced commensurate with your new appointment percentage).
4. The person to whom you report will not change.

If you have additional questions about your new overtime-eligible classification or biweekly pay frequency, please contact «Department Contact».

I suggest that you contact EEC promptly regarding questions you may have about benefits and other issues relating to this action.

Sincerely,

«Supervisor/PI»

cc: Dean

Department Chair

 CPO

Benefits Office

 Academic Personnel