**Planning with Department on RIT:**

1. Consult with the Department to understand the need for any workforce reductions during the 2021 year.
2. The RIT Plan will apply to their represented employees (unless exempt from the Plan as defined in the “Exempt from RIT Plan” section below).
   1. Create a list of the current employees who will be reduced in time.
   2. Create a list of the current employees who will be exempt (see section titled “Exempt from RIT Plan” to know which employee can be exempt).
   3. Seniority will not be needed for the RIT Plan, all employees are affected equally. You will not need to get a list of the seniority points.
3. Make sure the Department is aware that the RIT Plan will prevent them from implementing **ANY other temporary** layoffs or reductions during the 2021 year.
   1. The Department will not take both actions (RIT Plan + additional temporary layoff/furlough) for one employee during 2021.
   2. This will not affect the ability to do an **indefinite** layoff or reduction.

**Process for Completing Notice to Employee:**

1. **Review** all sections of this document.
2. **Use** the **applicable template for each bargaining unit and enter** information in the areas highlighted in yellow for each specific individual employee.
   1. Use the list created when planning with the Department to know who will be receiving a RIT Plan Letter.
   2. Identify the RIT Tier for each employee to include the applicable information in the notice.
   3. Benefits - If you believe that an employee’s net pay will fall below the amount to cover their health insurance premium, then please contact ELR to get information on the Benefits Billing Election Form.
3. **Consult** with your ELR Team for review **prior to** issuing any RIT letters.

**The RIT Plan Impacts All\* Employees in the following Bargaining Units:**

* **CX** - CLERICAL AND ALLIED SERVICES UNIT (Teamsters Local 2010)
* **DX** - Physicians (UAPD)
* **EX** - PATIENT CARE TECHNICAL UNIT (AFSCME)
* **GS** - Printing Trades (Teamsters DC 2)
* **HX** - HEALTH CARE (aka HOSPITAL RESIDUAL) PROFESSIONAL UNIT (UPTE)
* **KB** - Skilled Trades (ACBCTC)
* **LX** - Librarians (AFT, Unit 17)
* **NX** - Nurses (CNA)
* **PA** - Police (FUPOA)
* **RA** - ACADEMIC RESEARCHERS UNIT Academic Researchers (UAW 5810)
* **RX** - Research Support (UPTE)
* **SX** - Service (AFSCME)
* **TX** - Technical (UPTE)

\*The RIT Plan affects all appointment types (limited, career, probationary, per diem, full-time, part-time, variable percentage) and job titles in the bargaining units above.

**Employees Exempt from RIT Plan:**

* **BX** - Academic Student Employees (UAW 2865)
* **IX** - Lecturers (AFT)
* **PX** - Post Docs (UAW 5810)
* **Specific Visa Holders** - Employees working on H1-B Visas and similar visas are excluded from the Program because salary changes could potentially invalidate their visas (regardless of bargaining unit). Please check with ELR if you are not sure if a specific visa will exempt an employee from the RIT Plan.
* **Employees With Additional Layoff or Reduced** **Time (in 2021)** - Any employees whose position is laid off or reduced in time (temporarily or indefinitely) separate from this RIT Plan during 2021.
  + Check with the Department on whether they are planning or considering to implement any layoffs or reductions in time during 2021. Make sure the Department is aware that the RIT Plan will prevent them from implementing **ANY other temporary** layoffs or reductions during the 2021 year.
    - The Department will not take both actions (RIT Plan + additional temporary layoff/furlough) for one employee.
    - This will not affect the ability to do an indefinite layoff or reduction.

**RIT Plan General Information:**

* **Time Period** - The bargaining unit members’ reduction in time will be effective February 1, 2021 (or the earliest possible date as required by contract) and will continue for 120 calendar days from the start date.
* **Time Reduction:** Reductions in Time will be based on the employee's base salary tier as described in the chart below and applies to full and part-time employees. Information on the time and salary reduction tiers [can be found here: https://hr.berkeley.edu/campus-salary-and-time-reduction-program.](https://hr.berkeley.edu/campus-salary-and-time-reduction-program)

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| --- | --- | --- |
| **Reduction in Time Plan for Represented Employees**  **120 Day Program** | | |
| **Tier** | **Non-Exempt**  **Reduction in Time**  **(Hours/Week)** | **Exempt**  **Reduction in Time**  **(Days per 120 Days)** |
| Tier 1 ($59,000 and below) | 0 | 0 |
| Tier 2 ($59,001 to $89,000) | 1.00 | 2 |
| Tier 3 ($89,001 to $118,000) | 2.00 | 4 |
| Tier 4 ($118,001 to $176,000) | 3.50 | 6 |
| Tier 5 ($176,001 to $234,000) | 3.75 | 8 |
| Tier 6 ($234,001 and above) | 4.75 | 10 |

* **Additional Details:** Detailed information regarding the Plan is contained via the People and Culture Website: <https://hr.berkeley.edu/sites/default/files/salary_and_time_reduction_program_faq_-_dec_9_5pm_revision.pdf>
* **New Hires**: Any new employee hired into a job title in a bargaining unit participating in the RIT Plan is **NOT** exempt from having their time and pay reduced as per the provisions of the RIT Plan. The employee should receive the applicable notice period before the reduction is in effect, so that a new employee will begin at the position’s original percentage of time and then start the reduction after the pre-requisite notice period.

**Furlough Plan General Information:**

* **The Furlough Plan:** The RIT Plan is different from the Furlough Plan for non-represented employees in a few ways and the specifics are found in the People and Culture website: <https://hr.berkeley.edu/sites/default/files/salary_and_time_reduction_program_faq_-_dec_9_5pm_revision.pdf>.
* Some unions ***may***opt into the Furlough Plan instead of the RIT Plan. Your ELR consultant will let you know if that occurs.

**Templates:**

* *Reduction in Time Letter to Employee* Templates for each participating union are available here: <https://hr.berkeley.edu/reduction-time-rit-program-notice-templates>

**Special Considerations for Application of RIT:**

* **Per Diems and Variable Percentage Employees**: We will determine their Tier placement by doing a three month “look back” to calculate average gross salary. For example, on February 1 we will “look back” to November, December and January to determine average gross salary for Tier placement purposes.
* **Alternatives to Layoff (Applies to DX, HX, NX, and GS):** Four contracts have language regarding offering employees the use of compensatory time and vacation time to reduce the impact of the reduction in time. Please review the template letters and consult with ELR to make sure you understand the contractual requirements.
* **CalTime Recording of RIT:** A new leave code will be added into Caltime and will be available in January 2021.
* **Scheduling the Reduction of Hours and Days Off:** Employees need to coordinate the use of their time off for the RIT with their supervisors, similar to how the use of a vacation day needs to be coordinated. Employees must schedule and exhaust their RIT time by the last day of the RIT Period.

**Appendix A - Notice Periods by Contract**

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| --- | --- |
| **Effective Start Date Per Union Contract**  **Use February 1, 2020 OR the earliest possible date after February 1 conforming to the required notice period below** | |
| **Union** | **Required Notice Period\*** |
| **CX** - Clerical (Teamsters Local 2010) | **Temporary** = 15 days from the date of notice |
| **DX** - Physicians (UAPD) | **Temporary** = 15 days from the date of notice |
| **EX** - Patient Care (AFSCME) | **Temporary** = 15 days from the date of notice |
| **GS** - Printing Trades (Teamsters DC 2) | **Temporary** = 15 days from the date of notice |
| **HX** - Health Care (UPTE) | **Temporary** = 15 days from the date of notice |
| **KB** - Skilled Trades (ACBCTC) | **Temporary** = 45 days from the date of notice |
| **LX** - Librarians (AFT, Unit 17) | **Temporary** = 90 days from the date of notice |
| **NX** - Nurses (CNA) | **Temporary** = 15 days from the date of notice |
| **PA** - Police (FUPOA) | **Temporary** = 15 days from the date of notice |
| **RA** - Academic Researchers (UAW 5810) | **Temporary** = 45 days from the date of notice |
| **RX** - Research Support (UPTE) | **Temporary** = 15 days from the date of notice |
| **SX** - Service (AFSCME) | **Temporary** = 15 days from the date of notice |
| **TX** - Technical (UPTE) | **Temporary** = 15 days from the date of notice |