**Skilled Crafts Unit (KB) – MODEL LETTER**

**TEMPORARY REDUCTION IN TIME PLAN NOTICE**

Date

NAME

ADDRESS

CITY, STATE, ZIP

RE: Notice of Reduction in Time (RIT)

Dear \_\_\_\_\_:

I regret to inform you that due tothe COVID-19 pandemic’s financial impact to the university and the resulting lack of funds, it is necessary for the University to implement a Reduction in Time (RIT) Plan for all bargaining unit members in the KB-Skilled Crafts Unit. This action is part of the University’s Salary and Time Reduction Plan for all employees. More information on the details of the Plan is available here: <https://hr.berkeley.edu/campus-salary-and-time-reduction-program>.

Your appointment time will be temporarily reduced from \_\_\_\_\_ % to \_\_\_\_\_\_\_\_ % effective [START DATE: Whichever later: February 1st, 2021, or 45 days from the date of this notice.] through [END DATE: 120 CALENDAR DAY PERIOD].

There are important benefits considerations associated with a Temporary Reduction in Time (RIT). Please note that some actions have deadlines. Please review the information below and contact the following people if you have any questions:

* **General Questions** about the Reduction In Time: HR Representative, [CONTACT, EMAIL AND PHONE NUMBER]
* **Questions about your Benefits**: Log into UCPath and click “Ask UCPath Center” to submit an inquiry, you will receive a reply by email, or you can call the UCPath Center at 855‐982‐7284, <https://ucpath.berkeley.edu/employees-managers/employee-resources>.

**Benefits:**

* **Impact of Reduction on Benefit Contribution or Eligibility:** Your monthly health insurance premium will not be adjusted with the reduction in time. If your time is reduced to less than 50%, your eligibility to health benefits will not be impacted. More information on the details of the RIT Plan is available here: <https://hr.berkeley.edu/campus-salary-and-time-reduction-program>.
* **Benefit Contributions:** The UC contributions for your medical, dental and vision plans will continue during the duration of the temporary reduction of time. You are still required to pay the employee contribution for your medical plan and other employee-paid insurance premiums. If your net pay will not be sufficient to cover your premiums, OR if you will miss one or more paychecks during your temporary reduction of time, please contact your HR Representative to receive a Benefits Billing Elections Form.
* **Retirement Considerations:** At this time, you may want to review your retirement plan contributions and adjust accordingly, if necessary. Information concerning any funds you may have in the Tax-Deferred 403(b) Plan, and the 457(b) Deferred Compensation Plan, can be obtained by contacting Fidelity Retirement Services at 1-866-682-7787, 5 a.m. to 9 p.m., PT, or online at: <http://netbenefits.com>.
* **Unemployment Insurance:** You may be eligible for unemployment insurance. The California Employment Development Department (EDD) is responsible for processing and determining eligibility for unemployment benefits, not the University. Applications for unemployment can be made online, phone, fax, or regular mail. Please refer to [www.edd.ca.gov](http://www.edd.ca.gov) for more information on eligibility and claim requirements.
* **Be Well at Work:** Employee Assistance (formerly CARE services) is the campus faculty and staff employee assistance program providing no cost confidential counseling and referral for UC Berkeley staff. They offer support on a wide range of issues and you may contact them at 510-643-7754 or <https://uhs.berkeley.edu/bewellatwork/employee-assistance>.
* **Transition Services:** Transition Services is an award-winning program to support staff whose jobs are impacted by organizational change, fiscal or operational restructuring. They recognize that an unexpected layoff is difficult, and they offer services to work with employees through their career transition. <https://hr.berkeley.edu/policies/layoffs-separations/transition>

Attached is a copy of the UC-ACBCTC labor contract Article 18 – Layoff and Reduction in Time. I would strongly encourage you to read this article so that you may fully understand your rights and obligations. You may also wish to review the UC-ACBCTC Agreement in its entirety or speak with a union representative. The contract is online at: <https://hr.berkeley.edu/sites/default/files/attachments/skilled-crafts-unit.pdf>. Additional information pertaining to the ACBCTC contract is available at <http://hrweb.berkeley.edu/labor/contracts>.

You will return to your regular appointment rate on **[date]**. If you have any questions, please contact me.

Sincerely,

Name

Title

Department

Attachments: Proof of Service

Article 18 of the UC-ACBCTC Agreement

Benefits Billing Election Form

cc: Berkeley Regional Services HR Partner, **[Name]**

 Employee and Labor Relations Consultant, **[Name]**

 UC-ACBCTC

 Personnel File