October 6, 2009

COLLEGE PROVOSTS
DEANS
DEPARTMENT CHAIRS
DIRECTORS
UNIVERSITY LIBRARIAN
VICE PROVOSTS AND DEANS

**RE: Furlough/Salary Reduction Plan Implementation for Non-Senate Academic Employees**

Dear Colleagues:

There has been much discussion regarding the implementation of the Furlough/Salary Reduction Plan (Plan) for academic employees. Most affected employees saw the first of the 12 months of salary reduction in their October 1 paycheck.

While most aspects of the systemwide Plan are dictated by the UC Office of the President (UCOP), each campus was given the discretion to mandate the use of furlough days on specific dates. Our campus made the decision not to mandate specific furlough dates in order to allow employees maximum flexibility in the use of furlough days, subject to approval by their supervisor and the systemwide constraints imposed by UCOP. Additionally, campuses were given some discretion on how the use of furlough days would be tracked.

Due to ongoing bargaining with the Santa Cruz Faculty Association, this communication covers only non-senate academic employees. Below is a description of the current processes of furlough use and tracking for non-senate academic employees at UC Santa Cruz who are participating in the Plan.

## USE OF FURLOUGH DAYS

### For All Non-Senate Academic Employees Who Accrue Furlough Days
1. On the Santa Cruz campus, the use of furlough days will not be mandated by the campus or by individual departments or units.

2. Use of furlough days is subject to supervisor approval. For many academics, the supervisor may be the department or program chair, the dean, or the PI.

3. Furlough days cannot be donated through the catastrophic leave donation program.

4. Furlough days accrue monthly.

5. Furlough days may be saved up and used in blocks prior to the end of the Plan term with the supervisor's approval.

6. Alternatively, furlough days may be used before they are accrued, with supervisor approval.

7. Furlough days that are not used during the Plan term will expire at the end of the Plan term and are not carried forward nor paid out.

8. Supervisors are strongly encouraged to work with their employees to develop individual furlough schedules and to accommodate reasonable requests for the use of furlough days. This will avoid the last-minute rush to use furlough days before the Plan ends and the furlough days expire.

9. Furlough days may be used during Winter and/or Spring Campus Curtailment. While the use of furlough days during campus curtailment is not mandatory, employees who accrue furlough days are 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/or leave without pay, where applicable. 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 Non-Senate Faculty Members Who Accrue Furlough Days

1. Furlough days are to be taken on days when the faculty member is not scheduled to give lectures, lead classes or workshops, have scheduled office hours, or have other scheduled face-to-face responsibilities for students, per a directive from UCOP.

2. Use of furlough days is not limited to intersession periods.

3. Furlough days are to be arranged in advance with the supervisor (department or program chair, or dean)

4. Furlough days that are not used for additional University compensation may be used to augment the current 39/48 day limit for compensated outside professional activities for eligible faculty members (see APM 025, Conflict of Commitment and Outside Activities of Faculty Members). When submitting the 2009-10 APM 025 Annual Report form in September 2010, faculty members will be instructed to add any furlough days they used to augment the total number of available consulting days.

## TRACKING OF FURLOUGH DAYS

## For Non-Senate Academic Employees Who Accrue Furlough Days and Vacation and/or Sick Leave

1. Furlough days should be reported in the same manner that other leaves, such as vacation days, are reported.

## For Non-Senate Academic Employees Who Accrue Furlough Days But *Do Not* Accrue Vacation and/or Sick Leave

1. Requests to use furlough days should be treated as any other request to be away from campus per departmental practices (there will not be any new method or system of requesting, processing, or tracking of furlough usage implemented for these employees).

2. Individual academic employees in this group are responsible for tracking their own furlough days.

3. Departments and supervisors will not be required to maintain a list of individuals and their furlough dates, although they may do so for operational purposes. The use of furlough days will not be entered into the Payroll Personnel System for this population; thus, furlough use reports will not be available to departments or supervisors.

4. Should UCOP perform an audit or request an accounting of the use of furlough days at the Santa Cruz campus, the campus will not expect that such information be available from the departments or supervisors.

5. It is, however, the responsibility of both the employee and the supervisor or department chair to assure that furlough days are used in accordance with the Furlough/Salary Reduction Plan.

The Furlough Salary/Reduction Plan is a very detailed and complex Plan. Additional information including charts listing salary bands/percent pay cut/total number of furlough days can be found on the campus Budget website. If you have any questions, please contact your divisional academic personnel coordinator or Pamela Peterson, Assistant Vice Chancellor for Academic Personnel at pgpeters@ucsc.edu.

Thank you for your patience as the Furlough Salary/Reduction Plan is rolled out.

Sincerely,

David S. Kliger
Campus Provost and
Executive Vice Chancellor

cc: Chancellor Blumenthal
    Assistant Vice Chancellor Peterson
    Provosts Assistants
    Department Managers
    Divisional Academic Personnel Coordinators