

REDUCTION IN TIME FOR NON-TEACHING TITLES (use only for non-senate academic appointees not represented by a collective bargaining agreement, e.g., Researchers, Specialists, Project Scientists)

**ADMINISTRATIVE CONFIDENTIAL**

\*

Department of \*

I regret to inform you that effective [date], it will be necessary to reduce your appointment as [title] in [layoff unit] from []% to []% time due to [programmatic considerations OR budgetary considerations OR lack of work]. This letter constitutes the thirty (30) calendar days notice required by University policy.

University policy on layoffs for non-Senate academic appointees is set out in the Academic Personnel Manual, Section 145. This policy includes a provision for preferential recall to \* *[insert unit of layoff]* until \* *[insert date-one year or less time according to APM 145-34]*. During this time, if there is a vacancy in your series title of \* *[state title or title series]* within \* *[state layoff unit]*, you will be recalled if you are qualified for the position, and if you are available to begin work within a reasonable amount of time. If more than one qualified person is on layoff status, the order of recall shall be in inverse order of layoff. In addition, preferential reemployment rights are available for qualified appointees at the same campus, in the same title or title series and at the same or lower rank as the position you currently hold. A listing of current academic job opportunities at UCI is available via the Internet at: [http://www.eod.uci.edu/ads/index\\_welcome.html](http://www.eod.uci.edu/ads/index_welcome.html) You may also visit the HERC (Higher Education Recruitment Consortium) website at [http://www.socalherc.org/home/index.cfm?site\\_id=761](http://www.socalherc.org/home/index.cfm?site_id=761) for academic job opportunities throughout Southern California.

Please be aware that an appointee who is subject to layoff or involuntary reduction in time may request that the Chancellor or designee supply in writing a summary of the reasons for the order of layoff or involuntary reduction in time. A request for such information should be submitted in writing to the Office of Academic Personnel. Layoff decisions may be grieved in accordance with policy and procedures set forth in Section 140 of the Academic Personnel Manual.

As an appointee who has been subject to layoff or involuntary reduction in time accordance with APM 145, you may be eligible to continue your current UC-sponsored health plans (medical, dental, vision) for up to 18 months by making a timely "COBRA" election. Under Federal law, the election period is sixty (60) days from date of separation. Interested employees must contact the Benefits office to obtain continuation forms and more information. *[Remove this section if eligibility is not impacted by the reduction in time]*

I wish you success in securing new employment and hope the transition will be a short one.

Sincerely,

Designated Supervisor/PI

cc: Dean  
Chair  
CPO  
Labor Relations  
Academic Personnel  
Benefits Office