



MEMORANDUM

Campus Human Resources
10920 Wilshire Boulevard, Suite 200
146548

March 18, 2003

PLEASE POST

DEANS, DIRECTORS, ADMINISTRATIVE OFFICERS, DEPARTMENT CHAIRS

Re: START Program Proposal

The University is proposing to implement a voluntary time reduction personnel program called the Staff and Academic Reduction in Time (START) Program to achieve temporary salary savings in response to the State-funded budget deficit. Under the proposed program, temporary salary savings would be achieved through a voluntary reduction in time and corresponding pay. The program is a tool that departments may make available, at their discretion, to employees during the period of May 1, 2003 through June 30, 2005.

The features of the proposed program are as follows:

Coverage

All full- and part-time non-probationary career (“regular status”) staff employees and academic appointees, except those in faculty and student academic titles, would be eligible to volunteer to reduce their time. In all cases, participation would be dependent upon the approval of the department head.

Program Parameters

- Eligible employees would volunteer to reduce their time from a minimum of 10% to a maximum of 50% of full-time. An employee’s work schedule cannot be reduced below 50% time in any month of participation in START.
- Eligible employees would be encouraged to volunteer to reduce their time in monthly increments up to 12 months (but no less than one month) to help the University achieve maximum savings. A written START agreement, signed by both the department head and the employee would specify the percentage reduction, the duration of the reduction in time, and the start and end dates of the agreement.

- In return for a voluntary reduction in time, program participants would:
 - accrue, on a month by month basis, vacation and sick leave credits at the rate accrued prior to the commencement of START;
 - accrue, on a month by month basis, UCRP service credit for each month of START participation at the rate accrued prior to commencement of the program, provided that the employee is on pay status for at least 50% time (Note: Service credit during participation in START will be reduced by a leave without pay or other periods of time off pay status not reflected in the START Agreement);
 - not have a reduction in UCRP benefits such as disability or survivor benefits; and
 - be protected from any mandatory salary reduction plan during their participation in START, should such a plan become necessary.

- An eligible employee may have only one START agreement in any 12-month period between May 1, 2003 and June 30, 2005 and no START agreement may extend beyond June 30, 2005.

- The time reduction or end date under a START agreement could be changed by mutual agreement of both the employee and the department head only once during the agreement.

You are encouraged to distribute this proposal to your employees. The proposal is on the web at <http://www.chr.ucla.edu/chr/start.pdf>. Comments on the proposal are requested by April 18, 2003 and should be directed to Manager Lynne Thompson at thompson@chr.ucla.edu.



Lubbe Levin
Assistant Vice Chancellor
Campus Human Resources

cc: Manager Lynne Thompson