

May 24, 2005

PLEASE POST

DEANS, DIRECTORS, DEPARTMENT CHAIRS & ADMINISTRATIVE OFFICERS

**Re: Staff and Academic Reduction in Time (START) Program--
Proposed Extension from July 1, 2005 to June 30, 2006**

The University is proposing a one-year extension of the START program for current participants, contingent upon Regental approval. The START program, implemented on June 1, 2003 and due to end on June 30, 2005, is a temporary program intended as an optional tool for departments to achieve short-term salary savings through employees' voluntary time reductions during the University's budget crisis.

Because the program has helped to meet budget reduction goals for departments, minimized the need for layoffs, and addressed the work-life needs of many employees, the University would like to extend the program for one year for current participants. This extension will serve to phase out the program while providing continued temporary salary savings where needed for an additional year.

The University's proposal is contingent upon Regental approval to amend the University of California Retirement Plan (UCRP). The amendments would ensure that, during the extension period, participation in the program does not reduce an employee's accrual rate of UCRP service credit or the amount of pay used to determine UCRP benefits. Employees who are participating in the program as of June 30, 2005 could request an extension of their START contract, with the approval of their department head, until no later than June 30, 2006 under the program's current basic provisions:

- Eligible employees are academic personnel, except those in faculty and student academic titles, and regular status (non-probationary career) staff.
- Participants voluntarily reduce their working time for a minimum of 10% to a maximum of 50% of full-time, and for a minimum of one month to a maximum of 12 months.

- On a month-by-month basis during their START contract, participants earn vacation and sick leave credits at the same rate as before START.
- On a month-by-month basis during their START contract, participating UCRP members earn UCRP service credit for each START month at the same rate as before START (must be on pay status for at least 50% of full-time during each month of participation).
- Participants' UC health and welfare, retirement, disability, and survivor benefits are not affected during START.

The updated program description, Q&As, and other information on the START program will be available at the following URL:

http://atyourservice.ucop.edu/employees/policies/policies/other_policies/start.html.

This is a formal review. Comments from academic employees should be directed to Assistant Manager Esther Hamil at ehamil@conet.ucla.edu in Academic Personnel. Comments from campus staff employees should be directed to Director Hilu Bloch at hbloch@be.ucla.edu or from UCLA Healthcare employees to Director Maure Gardner at mgardner@mednet.ucla.edu. Since this is an expedited review, we would appreciate receiving your comments no later than June 15, 2005. Thank you for your assistance in this matter.

Sincerely,

Donna L. Vredevoe, Ph.D.

Vice Chancellor
Academic Personnel

Lubbe Levin, Ph.D.

Assistant Vice Chancellor
Campus Human Resources