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| **AFT Reduction in Time or Layoff Proposal for Non-Senate Academic Appointees** |
| **INSTRUCTIONS:** Please complete this form and forward electronically with a draft of notice letter to the Dean's Office. If the proposed action is out of seniority order, a memo justifying the lack of skills or knowledge of the more senior employee is also required.**ROUTING:** 1. Unit prepares form and related documentation and routes to Dean's Office  2. Dean's Office reviews request and issues Layoff or Reduction in Time at Dean’s Authority\* **\*Academic Personnel Services is available to perform a courtesy review of a Layoff or Reduction in time prior to issuance.** |
| **SECTION 1: Designated Employee Information** |
| **Name:** **Employee ID:** **School:** **Department:****Initial Date of Hire:** **Academic Series, Rank, & Step:** **Months of cumulative UC service:**  | **Visa Status** **Is this academic appointee on an H1B Visa?**[ ]  **Yes****[ ]  No** |
| **Pre-Six Appointees** **Current Appointment Contract Length:** **through** **Current Quarter Count:** **Current Appointment Basis:** **[ ]  AY (9-over-9)****[ ]  FY (9-over-12)** **Current Percentage of Effort:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Year** | **F** | **W** | **S** | **Averaged AY (9-over-12)** |
|  | **%** | **%** | **%** | **%** |
|  | **%** | **%** | **%** | **%** |
|  | **%** | **%** | **%** | **%** |

**Continuing Appointees** **Cont. Status Date:****Current Percentage of Effort:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academic Year** | **F** | **W** | **S** | **Averaged AY (9-over-12)** | **Continuing Appointment Basis (CAB)** |
|  | **%** | **%** | **%** | **%** | **%** |
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 |
| **SECTION 2: Proposed Action & Reason**  |
| **Action** **[ ]  Reduction in Time** **[ ]  Layoff – Full Separation****Proposed Effective Date:****Please note, UC-AFT will be notified or issued pay in lieu of notice in accordance with** [**Article 17**](https://ucnet.universityofcalifornia.edu/wp-content/uploads/labor/bargaining-units/ix/docs/ix_17_layoff_2021-2026.pdf) **of the UC-AFT labor agreement** | **Reason for Action** **[ ] Lack of Work****[ ] Lack of Funds****[ ] Programmatic Changes** |

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| **Explanation (Include mention of pay in lieu of notice or overpayment factors and calculations if applicable):** |
|  |
| **Pre-Six Appointees (Reductions in Time Only)** **Modified Quarter Count (if applicable):****Proposed Percentage of Effort:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Year** | **F** | **W** | **S** | **Averaged AY (9-over-12)** |
|  | **%** | **%** | **%** | **%** |
|  | **%** | **%** | **%** | **%** |
|  | **%** | **%** | **%** | **%** |

**Continuing Appointees (Reduction in Time Only)** **Proposed Percentage of Effort:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academic Year** | **F** | **W** | **S** | **Averaged AY (9-over-12)** | **Continuing Appointment Basis (CAB)** |
|  | **%** | **%** | **%** | **%** | **%** |
|  | **%** | **%** | **%** | **%** | **%** |
|  | **%** | **%** | **%** | **%** | **%** |

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| **SECTION 3: Other Academic Researcher Information** |
| **List all other UC-AFT appointees in the unit.** |
| **Name** | **Academic Series, Rank, & Step** | **Months Cumulative UC Service** | **Reason Not Selected** **(e.g. skills, knowledge, abilities, seniority, etc.)** |
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| **SECTION 4: Approvals** |
| **Dept Chair: Date:** |
| **Dean: Date:** |