This document provides implementation procedures regarding layoff or reduction in time for Unit 18 faculty, covered under the labor contract between the University of California and the University Council American Federation of Teachers. The list of titles and title codes represented in Unit 18 can be found in [Article 1](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_2016-2020_01_recognition.pdf) “Recognition” of the MOU.

After the issuance of an appointment letter to the Unit 18 faculty, acceptance of the appointment, and before the ending date of the appointment defined therein, a rescission or involuntary separation of employment (except for discipline/dismissal) is considered a layoff or reduction in time.

1. **DEFINITION OF TERMS (**Per[Article 17](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_2016-2020_17_layoff.pdf) Layoff, Reduction in Time, and Reemployment)
	1. **Layoff** — Involuntary separation from employment in a layoff unit, due to lack of work, budgetary considerations, or programmatic change.
	2. **Reduction in Time** (RIT) — Involuntary reduction in appointment percentage prior to the specified end date of an appointment due to lack of work, budgetary considerations, or programmatic change.
	3. **Layoff Unit** — A layoff unit for Unit 18 faculty is normally the department, program, or unit in which the Unit 18 faculty holds a Unit 18 faculty appointment.
	4. **Selection and Order of Layoff/RIT** — When there is no substantial difference in degree of special skills, knowledge or ability essential to the layoff unit, the order of layoff or reduction in time shall be in inverse order of seniority. Before layoff/RIT of a Continuing Lecturer, see Article 17(B)(4) and (D)(2) and (3).
	5. **Seniority** — Seniority is determined based on the number of terms (quarters or semesters) of service on pay status in this bargaining unit in the same layoff unit. If Unit 18 faculty have the same seniority, see Article 17(B)(4) for tiebreaker method.
	6. **Voluntary Layoff/RIT –** *If a layoff or reduction in time is needed, any Unit 18 faculty may submit a written request to volunteer for layoff or reduction in time. However, the University shall not solicit volunteers for layoff or reduction in time. If the University accepts the Unit 18 faculty’s request, it will transmit a copy of the acceptance to the Union within five business days.*
	7. **Reemployment** — This is reinstatement of an appointee in the same title or title series in the same department from which the appointee was reduced in time or laid off. A temporary reemployment opportunity of no more than one quarter in the layoff/RIT department, program or unit and title code **does not** constitute a recall for reemployment purposes. See Article 17(G)(4) for termination of reemployment rights.
	8. **Layoff and Reduction in Time Notice Requirement** – See Attachment 1 (Article 17(K)). Layoff/RIT notices must be provided by at least the number of days listed prior to the first day of the applicable quarter or semester in which the layoff or reduction in time is being proposed, regardless of the Unit 18 faculty’s pay basis (9/12 or 9/9). Where advance notice is not given as indicated in Attachment 1, pay in lieu of notice must be provided.

**B. PROCEDURES/CHECKLIST**

**Actions required of Unit proposing layoff:**

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| **[ ]**  |  | Consider alternatives to layoff/RIT, in accordance with the MOU (See Article 17(C)). |
| **[ ]**  |  | Review all pre-six and continuing appointees and determine which individual(s) will be laid off or may be subject to RIT in accordance with Article 17(D). |
| **[ ]**  |  | Prepare and complete the Unit 18 Faculty Layoff/Reduction in Time Proposal Form and draft the notice for layoff/RIT. Forward the Layoff/RIT Proposal Form and draft letter to the Dean’s Office for review and approval. |

**Review and approval:**

|  |  |  |
| --- | --- | --- |
| **[ ]**  |  | The Dean’s Office reviews and approves proposed layoff/RIT and issues outcome letter at Dean’s Authority\*. |
| **[ ]**  |  | If proposed layoffs/RIT affect more than five (5) employees in the department/program/unit, consult with Academic Personnel Services. |
| ***\*Academic Personnel Services is available to perform a courtesy review of a Layoff or Reduction in time prior to issuance.*** |

**Actions needed after layoff/rit proposal has been approved** – **Unit proposing layoff will:**

|  |  |  |
| --- | --- | --- |
| **[ ]**  |  | Provide the individual(s) with the layoff/RIT notice letter, with copies to the following: * Department Chair
* Academic personnel
* Labor Relations
* UC-AFT
 |
| **[ ]**  |  | Remind the appointee to contact the Benefits Office to discuss important options available regarding benefits. |
| **[ ]**  |  | Prepare appropriate separation documentation and payroll transactions in UC Path.  |
| **[ ]**  |  | Create a list of Unit 18 faculty(s) on layoff status and review the list when the Unit decides to fill a Unit 18 faculty position in the same department, program, or unit (See Article 17(G), Reemployment).  |

**C. POLICY REFERENCES AND RESOURCES**

1. [**Unit 18 Faculty Agreement between the University of California and UC-AFT**](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html)
2. **Layoff Proposal Form and Sample Letters at: [Insert Live Website Link Here]**

|  |  |
| --- | --- |
| **--** | **Reduction in Time and Layoff Proposal Form for Unit 18 Faculty Appointees** |
| **Sample A** | **Notice of Reduction in Time -- Pre-6 Unit 18 Faculty** |
| **Sample B** | **Notice of Layoff – Pre-6 Unit 18 Faculty** |
| **Sample C** | **Notice of Reduction in Time -- Continuing Unit 18 Faculty** |
| **Sample D** | **Notice of Layoff -- Continuing Unit 18 Faculty** |
| **Sample E** | **Layoff/RIT Rescission Letter** |