Date [Date]

To: [Professional Researcher Name]

From: [Dean], School of [School Name]

RE: Notice of Reduction in Time

Upon the approval of the Dean, I regret to inform you that effective «Date», it will be necessary to reduce your appointment as «Title», «Step», from «percentage of time» to «percentage of time» in the Department of «Name», «School/Division/College» of «Name», due to «Reason for reduction in time e.g., change in programmatic need in the lab/hiring unit, lack of work, or lack of appropriate funding» per Article 11, Layoff and Reduction in Time. Your assigned duties will be reduced commensurate with your new appointment percentage.

[if PAY-IN-LIEU IS applicable] Consistent with the provisions in Article 12, Section C, you will receive pay in lieu of notice for [XX] calendar days from [Pay in Lieu Start Date] to [Pay in Lieu End Date]. [Include additional details detailing any under or overpayment scenarios, if applicable] *[USER NOTE: pay in lieu is for the portion of the 45-calendar day advance notice that was not provided.]*

[Insert these provisions if, as a result of the reduction in time, the individual needs to be reclassified from exempt to non-exempt.]

As a result of the reduction in time, your position will need to be classified as non-exempt/overtime eligible. As a non-exempt/overtime-eligible employee, you will be asked to track and record all hours worked and you will receive overtime if you work more than 40 hours in a workweek. This change is being driven by the Fair Labor Standards Act rules and has nothing to do with your performance or contributions to the University of California.

This change in your appointment status does not affect the following terms of your appointment:

1. The end date of your appointment remains «Appt\_End\_Date».
2. Your total annual full-time salary rate is unchanged and will now be pro-rated and your hourly rate will be as follows: «New Rate».
3. Your job title and job duties will not change.
4. The person to whom you report will not change.

If you have additional questions about your new overtime-eligible classification or biweekly pay frequency, please consult the Frequently Asked Questions [<https://aps.ucsd.edu/compensation/apo-salary.html#Department-of-Labor-Overtime-Ru>] or contact your department.

The reduction in time may also affect your benefits eligibility. For informational purposes only, a brief outline of the University’s benefits programs can be found at <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/health-plans/index.html>.

Per Article 12, Section D, you will be eligible for reemployment consideration for one year or to the end of your appointment, [original appointment end date], whichever is sooner.

Specific eligibility and benefits under each plan are governed entirely by the terms of the applicable Plan Documents, custodial agreements, University of California Group Insurance Regulations, group insurance contracts, and state and federal laws. For details on specific eligibility for each program, see the applicable documents, agreements, regulations, or contracts. You may contact the Benefits Office at [benefits@ucsd.edu](mailto:benefits@ucsd.edu) (General Campus) or 619-543-2000 (Health Sciences) if you have any specific questions regarding your benefits eligibility.

Sincerely,

«Dean»

cc: Dean

Department Chair

Benefits Office or other local contact

Academic Personnel

Labor Relations