Deans, Department Heads, Management Services Officers, Administrative Assistants:

The memo below is being sent to the dlist-l listserv.  Thank you for serving as one of the representatives for your department to receive this memo.  Please distribute this message to the colleagues in your department.

Thank you.

 \*\*\*\*\*\*PLEASE GIVE WIDEST DISTRIBUTION\*\*\*\*\*\*

Friday, June 09, 2017

TO:      Campus Community

FR:      Cynthia Señeriz, Director, Human Resources

RE:      Employee-initiated Reduction in Time (ERIT) Program Renewed

Effective July 1, 2017, the University is renewing the Employee-initiated Reduction in Time (ERIT) Program, which provides the opportunity for eligible career staff (except Senior Management Group members) to voluntarily reduce their appointment percentage and corresponding pay.

Eligible employees may elect to participate in ERIT effective July 1, 2017 with actual reductions in time beginning on that date.  Policy-covered staff are eligible to participate beginning July 1, 2017.  For represented employees, participation in ERIT is subject to collective bargaining.  Updates on the eligibility status of represented employees to participate in ERIT will be posted on the HR web site at: [http://www.hr.ucsb.edu/managers-supervisors/time-attendance/alternate-reduced-schedules](http://www.hr.ucsb.edu/managers-supervisors/time-attendance/alternate-reduced-schedules%22%20%5Ct%20%22_blank).

More information about ERIT, including Frequently Asked Questions, is available online at UCnet: [http://ucnet.universityofcalifornia.edu/working-at-uc/work-life-wellness/erit/erit-program-overview.html](http://ucnet.universityofcalifornia.edu/working-at-uc/work-life-wellness/erit/erit-program-overview.html%22%20%5Ct%20%22_blank).  The HR web site will be updated shortly with ERIT Program information specific to our campus.

ERIT is an optional tool that departments may choose to implement as a cost savings resource.  In addition to financial savings for departments, the program provides employees an option to seek work-life balance.  In departments that choose to implement ERIT, an employee can request the department head’s approval to voluntarily reduce working time, within specific limits, from a minimum of one month to a maximum of 36 months in exchange for certain advantages, such as accrual of vacation and sick leave at the employees’ pre-ERIT rates.

The University has provided flexibility in the design of ERIT, in order to give departments latitude to implement ERIT most effectively within the context of their mission, operational needs, service requirements, and budgets.  In negotiating individual ERIT work schedules with employees, it is important to evaluate departmental priorities and adjust workloads to ensure that functional objectives continue to be met.

Thank you.

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**Cynthia Señeriz**

**Director, Human Resources**

Human Resources

University of California, Santa Barbara

Office: (805) 893-8137 | Fax: (805) 893-8645 | cynthia.seneriz@hr.ucsb.edu

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