

**CLERICAL (CX) UNIT
MODEL LETTER 3**

TRANSFER FROM CAREER TO LIMITED POSITION

Date

NAME
ADDRESS
CITY, STATE, ZIP

Dear:

I regret to inform you that due to [state the reason for the layoff], it is necessary for the department to reduce its staff in the [state name of class]. For purposes of layoff and reduction in time this department is the layoff unit **OR** this department is part of the _____ layoff unit. [**EITHER**: You are the least senior employee in the layoff unit in this class. **OR** You are being placed in a limited position out of seniority. You have _____ seniority points and you have been given the opportunity to review the job description of the less senior employee(s) and to speak with the appropriate supervisor(s) regarding the position(s).] In lieu of layoff, you will be indefinitely transferred from a career position to a limited appointment as a _____ [job title] effective [date].

According to the department's calculations, you have _____ years of University service. Based on those years of University service you will be eligible for recall rights for three years and preferential rehire for _____ [number of years] from the effective date of this transfer. Your recall and preferential rehire rights commence with your meeting with a Special Placement Coordinator _____ in the Central Human Resources Employment Unit.

I have scheduled an appointment for you to meet with Special Placement Coordinator [name] on [date] at [time] at 2199 Addison Street, Room 192, Berkeley, CA 94720. The purpose of the meeting is to provide you with information on preferential rehire and recall rights and to review your qualifications for reemployment. Information on the hiring process can be found on the Human Resources web site at <http://hrweb.berkeley.edu/employment>. Prior to the meeting, you may want to create an employee profile in the online recruiting system. Please take the following items to your appointment: a current resume if you have one and any other information you believe is relevant.

Attached is a copy of Article 13 of the UC-Teamsters 2010 Agreement. I would strongly encourage you to read this article so that you may fully understand your rights and

obligations. You may also wish to review the UC-Teamsters 2010 Agreement in its entirety or speak with a union representative. The contract is on line at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/contract.html> or <http://hrweb.berkeley.edu/labor/contracts>.

IF APPROPRIATE [*If employee's appointment will be reduced below 43.75%, at some point their average paid hours will drop below 43.75%; advise the person who is responsible for benefits in your department who can then monitor the employee's average paid time*]: If your average paid time drops below 43.75% for two consecutive months, your medical, dental and vision insurance coverage will end.

You will receive a COBRA Packet from CONEXIS within four weeks of the date on which your program eligibility ends. Please note that you have the option to switch from you current medical plan to the Core Medical Plan at the time of COBRA election.

IF APPROPRIATE: Since your appointment has dropped below 50%, you will need to cancel your supplemental disability insurance coverage as you are no longer eligible for this plan. Complete the enclosed UPAY 850 form and send to the person who is responsible for benefits in your department. Please note: cancellation is subject to Payroll deadlines. [*The person who is responsible for benefits in your department can find out if the employee is enrolled in supplemental disability insurance.*]

IF APPROPRIATE: As long as you have enough net pay to cover the following insurance plans, you may continue your coverage. Should you choose to do so, you may cancel coverage at any time by completing the enclosed UPAY 850 form and sending to the person who is responsible for benefits in your department. Please note: cancellation is subject to Payroll deadlines. [*The person who is responsible for benefits in your department can find out if the employee is enrolled in legal, supplemental or dependent life and AD&D insurance.*]

- legal plan
- supplemental life
- dependent life
- accidental death and dismemberment

IF APPROPRIATE: As long as you have enough net pay to cover your flexible spending account contributions, you may continue your coverage. Should you choose to do so, you may change or cancel your flexible spending account participation within 31 days of the effective date of your reduction in time. Complete the enclosed UPAY 850 form and send to the person who is responsible for benefits in your department. Please note: cancellation is subject to Payroll deadlines. [*The person who is responsible for benefits in your department can find out if the employee is enrolled in DepCare or Health FSA.*]

- DepCare
- Health FSA

IF APPROPRIATE (if the employee is working more than 50% time): Since the percentage of time you are working has not changed, your health and welfare benefits and any flexible spending account participation remain the same.

For information about the UC Retirement Savings Program (i.e., the Defined Contribution Plan, the Tax-Deferred 403(b) Plan and the 457(b) Deferred Compensation Plan, or to change your 403(b) and/or 457(b) plan contributions, contact Fidelity Retirement Services (formerly FITSCo) at 1-866-682-7787, press 0, Monday – Friday, 5 a.m. to 9 p.m., PT, or online at: <http://netbenefits.com>.

If you have further benefits questions, please contact the Human Resources Benefits Unit at 510-642-7053.

If you have any questions regarding your placement in a limited position, please contact me.

Sincerely,

Name
Title

Attachments: Proof of Service
 Article 13 of the UC-TEAMSTERS 2010 Agreement
 What To Do If You're Being Laid Off
 (<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/layoff.html>)
 Unemployment Insurance booklet
 (http://www.edd.ca.gov/pdf_pub_ctr/de2320.pdf)

c: Campus Shared Services HR Business Partner _____
 Special Placement Coordinator _____
 Labor Relations
 Policy and Practice
 Department Personnel File
 Teamsters 2010