CHAIRS OF SENATE DIVISIONS AND COMMITTEES:

Re: Systemwide Review of Proposed Curtailment Program

Dear Colleagues,

I am forwarding for your review the attached letter from President Drake and the proposed campus curtailment program for 2020-21. The proposed program is the product of the joint Strategic Planning Task Force convened by the President to develop options for addressing the financial challenges of the pandemic.

We ask that you prepare feedback and submit comments to the Academic Senate office at SenateReview@ucop.edu by October 26, 2020. We understand that this highly expedited timeline will be challenging; however, it will allow us to compile and summarize comments for the Academic Council’s October 28 meeting, and pass on feedback to the administration by the November 9 deadline.

One note: the document advises that “Curtailment periods would be scheduled in a manner so as not to adversely affect instruction or clinical operations.” We have confirmed with Provost Brown that campuses may request a modification of their instructional calendars from his office, using the Curtailment Program as the reason for the request.

As always, any committee that considers this matter to be outside its jurisdiction or charge may decline to comment. Please do not hesitate to contact me if you have additional questions.

Sincerely,

Mary Gauvain, Chair
Academic Council

Encl:
October 10, 2020

CHANCELLORS
ACADEMIC SENATE CHAIR GAUVAIN

Dear Colleagues,

The current pandemic has created a complex set of financial challenges for the University and for every campus. The scope and scale of these challenges differ by campus, each of which represents a unique combination of academic and research programs, auxiliary enterprises, and, at five campuses, medical centers. Consequently, the optimal combination of short-term bridging strategies and longer-term structural reforms for addressing these challenges will likely vary by campus as well.

The University’s broad response to these challenges will be multifaceted. I write to solicit your feedback on a proposed curtailment program as one component of that response. The proposed program would expand the existing curtailment period at UC campuses and UCOP in order to achieve workforce-related savings while minimizing the impacts to employees, protecting lower-wage employees.

The proposal was informed by the work of a task force that I convened to develop options for achieving workforce-related cost savings. It includes elements that would apply to every campus and the Office of the President but would also provide for significant campus flexibility.

Your review, consultation and feedback will inform our next steps. Please send any written feedback regarding the proposed program to 2021options@ucop.edu within 30 days, on or before November 9. Thank you in advance for your attention to this important matter.

Sincerely,

Michael V. Drake, M.D.
President

Cc: Executive Vice President and Provost Brown
Executive Vice President and Chief Financial Officer Brostrom
Executive Vice President and Chief Operating Officer Nava
Executive Vice President Byington
General Counsel and Vice President Robinson
Chief of Staff to the President Kao
Proposed 2020-21 Curtailment Program

As is the case for the rest of the nation, the University is being impacted by the global pandemic. In addition to challenges in healthcare, education, and other UC operations, we have faced significant economic challenges.

In order to sustain our core mission and purpose, we must make difficult decisions to maintain financial solvency and position the University for future recovery.

This document outlines a proposal to reduce personnel costs through the curtailment of work hours across the University. Each year the University of California observes a minimum curtailment period during the winter break, generally between the holiday period and New Year’s. This year, we are contemplating an expanded minimum curtailment period in order to address our financial challenges, while minimizing impacts to employees.

As we evaluate options to address UC’s financial situation, we are keeping the following values in mind:

- **We will take a measured approach.** We will only move forward with a curtailment expansion after implementing other prudent financial savings measures.
- **We intend to protect as many jobs as possible.** By taking measured actions early, we hope to stave off the need for furloughs and temporary or permanent layoffs.
- **Impacts will be progressive based on income level.** Higher-compensated employees will carry a relatively larger percentage of the burden through a tiered plan that protects more vulnerable, lower-wage employees.
- **This is a moment for shared action.** The plan describes a systemwide application that impacts every campus and location in some way.
- **We will maintain flexibility to minimize disruption.** Essential services to campuses, medical centers and core employee customer service functions that must operate year round will continue during curtailments.

The proposed plan that follows is being shared as part of a consultation process with UC stakeholders to ensure we hear a range of perspectives. No decisions have been made. Rather, we are sharing these plans to hear from the UC community, including the Academic Senate, Regents and others as we contemplate a minimum five days of curtailment this year.

Curtailment Plan Details

The proposed curtailment program described below is intended for consideration and discussion. A final decision will come after a 30-day period of consultation with internal UC stakeholders.

Curtailment refers to a period of leave, typically unpaid, instituted in connection with the suspension of certain operations for defined periods of time, including but not limited to periods of time for energy/cost savings; transitional, seasonal, or holiday periods in the academic calendar; or the occurrence of emergency situations that adversely affect normal University operations.
Considerations:

- It will be challenging for some employees to take full advantage of the curtailment days due to the nature of their work obligations. This is particularly true for those faculty whose obligations
related to instruction, research, and public service do not conform to standard conventions of days “at work” or “off work.”

- Exempt employees will not be allowed to perform any work during the curtailment period in order to comply with provisions of the Fair Labor Standards Act (FLSA).
- Depending on the curtailment periods, changes to the academic calendar may be required.