

## Employee Reduction in Time Program (ERIT)

The Employee initiated Reduction in Time (ERIT) program is available to UCOP employees who wish to voluntarily reduce their percentage of appointment. Participation in ERIT by exclusively represented employees is subject to agreement by the applicable union.

### ERIT program details, information and ERIT participation contracts:

#### ERIT Program Information

[http://www.ucop.edu/atyourservice/employees/policies\\_employee\\_labor\\_relations/erit/overview.html](http://www.ucop.edu/atyourservice/employees/policies_employee_labor_relations/erit/overview.html)

#### ERIT Questions and Answers

[http://www.ucop.edu/atyourservice/employees/policies\\_employee\\_labor\\_relations/erit/qna.html](http://www.ucop.edu/atyourservice/employees/policies_employee_labor_relations/erit/qna.html)

#### Basic information about participating in ERIT

[http://www.ucop.edu/atyourservice/employees/policies\\_employee\\_labor\\_relations/erit/qna2.html](http://www.ucop.edu/atyourservice/employees/policies_employee_labor_relations/erit/qna2.html)

#### Effect of ERIT on benefits and other aspects of employment

[http://www.ucop.edu/atyourservice/employees/policies\\_employee\\_labor\\_relations/erit/qna3.html](http://www.ucop.edu/atyourservice/employees/policies_employee_labor_relations/erit/qna3.html)

#### Changes in my contract once I am participating

[http://www.ucop.edu/atyourservice/employees/policies\\_employee\\_labor\\_relations/erit/qna4.html](http://www.ucop.edu/atyourservice/employees/policies_employee_labor_relations/erit/qna4.html)

#### Relationship between ERIT and other budget-related actions

[http://www.ucop.edu/atyourservice/employees/policies\\_employee\\_labor\\_relations/erit/qna5.html](http://www.ucop.edu/atyourservice/employees/policies_employee_labor_relations/erit/qna5.html)

#### How to sign up

[http://www.ucop.edu/atyourservice/employees/policies\\_employee\\_labor\\_relations/erit/qna6.html](http://www.ucop.edu/atyourservice/employees/policies_employee_labor_relations/erit/qna6.html)

### ERIT Forms:

#### ERIT Contract

[http://www.ucop.edu/atyourservice/employees/policies\\_employee\\_labor\\_relations/erit/erit\\_contract.pdf](http://www.ucop.edu/atyourservice/employees/policies_employee_labor_relations/erit/erit_contract.pdf)

#### ERIT Contract Amendment

[http://www.ucop.edu/atyourservice/employees/policies\\_employee\\_labor\\_relations/erit/erit\\_amendment.pdf](http://www.ucop.edu/atyourservice/employees/policies_employee_labor_relations/erit/erit_amendment.pdf)

**ERIT Program Worksheet** (Eleanor, need a link to the document. It is attached to the email)

### UCOP ERIT Procedures:

#### Department Responsibilities:

1. Complete ERIT Contract.
2. Complete the ERIT Program Worksheet and attach to Contract
3. Send Contract and ERIT Program Worksheet to Human Resources.
4. Retain Copy of Contract and Worksheet as Official Office of Record.

#### Human Resources Responsibilities:

1. Place Contract and ERIT Program Worksheet in employee personnel file
2. Send copies to: Payroll and Retirement.

#### Payroll Responsibilities:

1. Payroll will update employee payroll information.