



1111 Franklin Street
Oakland, CA 94607-5200
Phone: (510) 987-9074
<http://www.ucop.edu>

April 2, 2020

To the UC community:

We write today to acknowledge a new reality and to announce our decision to do all we can to support our UC family during this unprecedented time.

The novel coronavirus has now affected everyone on the planet in some way, and by all indications, we can expect more disruption in the weeks ahead. We are keenly aware of the health concerns and economic uncertainty weighing on the entire University community. Let us assure you: we are in this together.

Our people are the heart of the University of California and allow UC to live up to our aspirations and values. As we face the personal and professional challenges of the day, we are committed to doing all we can to alleviate concerns about income or job stability during this time.

To that end, today we collectively announce that there will be no COVID-19 related layoffs for all career employees through the fiscal year ending on June 30, 2020.

Providing pay and health and welfare benefits during this period will allow employees to more effectively care for themselves and their families as we all support California and the nation by staying home and doing our part to reduce the spread of this virus.

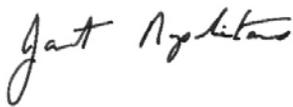
To those of you who are performing critical services in the community, caring for our patients and continuing to teach and conduct research, we could not be more grateful for your hard work, courage, and dedication to serving the public good in this turbulent time.

To UC employees on our campuses, administrative offices, and clinical settings who are unable to work because of facility closures, curtailed operations, or other disruptions due to COVID-19, we are committed to supporting you as long as we are able. We look forward to working with our unions to redeploy workers to areas of need and keep as many employees working as possible.

While there may still be reductions in hours, and in some cases staff, as a part of our typical student and career employee summer staffing and clinical workforce adjustments, we are committed to doing our best to keep people earning a paycheck whenever possible. The University will also begin conversations with various employee groups to consider the conditions under which we may be able to extend this promise of job protection beyond June 30th, should that be necessary.

Local HR departments will be working in real time to address questions from employees. We cannot predict exactly how the situation will evolve, or what future measures we may need to take to uphold our mission. What we do know is that we will face that future with courage and find our way together.

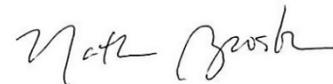
Fiat lux,



Janet Napolitano
President



Gene Block
Chancellor, UCLA



Nathan Brostrom
Chancellor, UC Merced



Carol T. Christ
Chancellor, UC Berkeley



Howard Gillman
Chancellor, UC Irvine



Sam Hawgood
Chancellor, UC San Francisco



Pradeep Khosla
Chancellor, UC San Diego



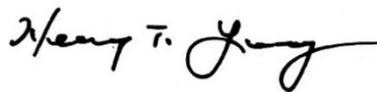
Cynthia Larive
Chancellor, UC Santa Cruz



Gary May
Chancellor, UC Davis



Kim Wilcox
Chancellor, UC Riverside



Henry Yang
Chancellor, UC Santa Barbara

Answers to questions about UC job protections through June 30

Q. Does this apply to all UC faculty, academic appointees and staff, or are there exceptions?

A. This applies to all current academic and career staff employees. Career staff employees [are defined as](#) working a fixed or variable percentage of time at 50 percent or more of full-time, and the position is expected to continue for a year or more. All academic appointees, including faculty, both full- and part-time, are covered. This does not apply to the following staff positions: Casual Restricted, Floater, Limited and Per Diem employees.

Q. Does this apply to student employees?

A. Yes, this applies to some student employees. This includes Academic Student Employees, Graduate Student Researchers, and students in staff positions. Students on work study will continue to receive financial aid during this time, and campuses will do all they can to find work study jobs for these students.

Q. What about seasonal, non-career or part-time employees – are their jobs protected?

A. Some UC operations are reduced at certain times of the year in the normal course of business. For example, the end of the spring semester in May and the end of the spring quarter in June are regular curtailment times for some campus activities and offices. Those curtailments will continue as part of the normal course of business. Some operations may necessarily be curtailed due to the lack of activity because of the coronavirus outbreak and stay-at-home orders. No career employees in those operations will be reduced through June 30 for COVID-19-related reasons. However, some workers in non-career, temporary and part-time positions may see their hours reduced or eliminated. Again, our commitment is to keep as many employees employed as possible.

Q. I work at Lawrence Berkeley National Lab — does this include me?

A. No. Lawrence Berkeley National Lab employees are excluded from this action to ensure that the Lab can comply with the U.S. Department of Energy or other governmental regulations. It is important to note that Berkeley Lab has stated it is not currently considering layoffs, COVID-related or otherwise. Berkeley Lab employees with questions should refer to the [Lab's COVID-19 website](#) or status.lbl.gov.

Q. What does this mean if I am unable to work?

A. Employees are expected to work to the fullest extent they can, whether working on-site or remotely in healthcare, instruction or other critical and essential operations. If you are unable to work remotely, you must talk to your supervisor to determine if you can be redeployed to another assignment you are capable of doing. Failure to perform an assignment you are capable of doing may result in disciplinary action. If you are unable to work, either because of illness or the need to care for others, please talk with your supervisor so you can access the appropriate leave options.

Q. What are appropriate paid leave options?

A. Standard leave options may include Family and Medical Leave (FMLA), sick leave, vacation leave, paid medical leave, paid time off (PTO), and administrative leave. Depending upon the circumstances, an employee may qualify for special COVID-19 leaves (see below regarding COVID-19-related leave).

Q. My employment appointment has a set end date — will my pay continue through June 30?

A. Employees with appointments or employment contracts that expire before June 30 will follow the current terms and conditions of that agreement.

Q. I'm on a research contract/grant — does this include me?

A. If your contract or grant is funded through June 30, you will continue to be paid your regular salary. If the contract or grant funding expires or is depleted prior to June 30, the current terms and conditions of your appointment or employment contract will apply.

Q. Will employees who don't have much work because of the stay-at-home orders, like dining hall, janitorial, event and campus bookstore staff, and clinical and research academics, receive their full pay even though they're not working full-time?

A. To the greatest extent possible, campuses will work to reassign these employees to other positions they are capable of performing. If there are no positions available, employees should meet with their supervisor to determine the appropriate leave options, including additional paid administrative leave where necessary and applicable. If an employee's work hours or pay are typically seasonally adjusted before June 30, those adjustments will still occur.

Q. Does this suggest UC is anticipating pay cuts, furloughs, layoffs or other personnel-related actions after June 30? What happens on July 1?

A. The commitment to no COVID-19-related layoffs for career employees through June 30th is to provide our academic and staff personnel financial certainty over the next few months, and to keep our people employed through what we think is going to be the most difficult time of the pandemic. We will reassess the situation after June 30 and keep you informed.

Q. If I am or get sick, from COVID-19 or another type of illness, will I be required to use my accrued sick or vacation leave, paid time off, or other paid medical leave? What if I don't have enough accrued sick or vacation leave — will I still receive my full pay?

A. Employees who are unable to work due to their own illness or because they must care for an ill family member may have several different paid leave options available, including Family and Medical Leave (FMLA/CFRA), sick leave, vacation leave, (paid time off) PTO, and administrative leave. Depending upon circumstances, an employee may qualify for special COVID-19 paid leaves. If you do not have enough accrued sick or vacation leave available, it is important to speak with your supervisor about your situation and to accurately record non-work time.

Q. Will I need to use UC's expanded paid administrative leave or the new federal COVID-19-related leaves during this time period if I am unable to work for COVID-19-related reasons?

A. If you are unable to work for COVID-19-related reasons, you may use the [new federal emergency paid leaves](#) and [UC's expanded paid administrative leave](#) before using other types of accrued leave. It is important to talk with your supervisor about your situation and to record non-work time.

Q. How much will this cost UC, and where is the money coming from — how can UC afford this?

A. UC's annual operating budgets include funds for employee compensation, so the money will come from funds already included in UC's systemwide FY2019-20 budget. It's important to understand that many employees continue to work full-time, albeit remotely.

Q. Why was this decision made now?

A. President Napolitano and chancellors are doing all they can to support the UC community during this unprecedented time. As a public institution, UC has a responsibility to support its employees and local communities to the greatest extent possible, in this case by avoiding layoffs whenever possible until the end of June. The president and chancellors also want to help UC employees take all health precautions necessary to flatten the curve of the pandemic, which is particularly important in the coming weeks.