



# MEMORANDUM

**DATE:** \_\_\_\_\_

**TO:** Human Resource Services

**FROM:** \_\_\_\_\_

**SUBJECT: VOLUNTARY REDUCTION OF TIME (SEIU)**

This memorandum is written to advise the Sacramento City Unified School District that, in accordance with Article 20.7 of the SEIU Contract, I elect to take a voluntary reduction in assigned time.

Site: \_\_\_\_\_

Position: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**I hereby accept the reduction in:** (Please check appropriate box)

Hours Per Day       Hours Per Week       Months

Further, my signature below verifies that I have read and understand both Articles 20.7 Voluntary Demotion/Reduction, and Article 20.8 Reemployment Rights of the Collective Bargaining Agreement between the District and SEIU.

## 20.7 ***Voluntary Demotions/Reductions***

*Upon mutual agreement with the District, employees may elect to take a voluntary demotion (i.e., a change to a classification for which they are qualified with a lower maximum salary rate) or a voluntary reduction in assigned time (either hours per day or work year as defined here) in lieu of layoff or to remain in their present position rather than be reclassified or reassigned. Employees who do so shall be granted the same rights as persons laid off.*

## 20.8 ***Reemployment Rights***

*Classified employees laid off because of lack of work or lack of funds are eligible for reemployment for a period of 39 months and shall be reemployed in preference of new applicants. Persons so laid off also have*

*the right to apply and establish their qualification for vacant promotional positions within the District during the 39-month period.*

20.8.1 *Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as person laid off and shall retain eligibility to be considered for reemployment for an additional period of 24 months; provided, that the same tests of fitness under which they qualified for appointment to the class shall still apply. Employees who take voluntary reductions in assigned time in lieu of layoff or to remain in their present position rather than be reclassified or reassigned shall be hired into positions within their class with greater hours, up to the hours of their position before taking a voluntary reduction in assigned time, in preference of new applicants.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
SEIU Representative

\_\_\_\_\_  
Date

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**For Human Resource Services Only**

**Effective:** \_\_\_\_\_

**From:** \_\_\_\_\_ Hours Per Day  
\_\_\_\_\_ Hours Per Week  
\_\_\_\_\_ Months

**To:** \_\_\_\_\_ Hours Per Day  
\_\_\_\_\_ Hours Per Week  
\_\_\_\_\_ Months