

September 5, 2008

## **OFFICE OF THE PRESIDENT COMMUNITY**

Dear UCOP colleagues:

I write to provide you with some important information about the status of the UCOP restructuring, including information about staffing reductions that we expect over the coming weeks and months, beginning as early as the end of this month.

As previously mentioned, during the July Regents' meeting President Yudof and I informed the Board that a revised 2008-09 OP budget will be presented for their consideration in November. This revised budget will reflect spending and workforce reductions that we expect to achieve this fiscal year. The November presentation will also include an update on the UCOP restructuring effort generally, including information about the UCOP consolidations that have occurred to date and the additional ones we are expecting in the months ahead. As you may recall, President Yudof expressed to the Regents his intention to continue the process of reviewing all of the functions in the Office of the President over the course of the next year, in order to determine which roles are appropriate, which may not be, and which may need to be strengthened or expanded.

Throughout this process we have said that reducing the size of UCOP, and redefining its focus and operations, would mean fewer staff positions. We have worked hard to make involuntary layoffs a last resort, and to minimize them where they are unavoidable, by first utilizing other measures such as the Voluntary Separation Program and eliminating vacancies.

We have now reached the point where some layoffs will be unavoidable.

Almost all UCOP departments will experience some form of staff reductions over the coming months. The timing and extent of them will necessarily vary by department depending on specific reorganization plans and the transition of work to the new consolidated business units. As part of the ongoing budget discussions, the President and I have requested departments to confirm their reorganization plans including, where necessary, layoff plans.

Layoff plans will be reviewed and approved by UCOP Human Resources, and affected employees will be notified only after HR approves a department's plan. Consistent with policy and our labor contracts, impacted employees will be given 60 days advance notice or pay in lieu of notice. The President and I have also asked department leaders to keep you informed about the reorganization process for their areas and potential staffing reductions.

Layoffs are always very difficult for individuals and organizations, and we are committed to giving impacted staff as much notice and support as possible. As mentioned in my previous communications, there are a variety of services available to help employees

through this process, including resume writing and interviewing services, outplacement services and counseling for employees whose positions are impacted by the staffing reductions. I have authorized additional workshops for October and November, so if you've not already looked into these services, we encourage you to do so. (UCOP Human Resources website: [http://hrop.ucop.edu/jobs/career\\_services.html](http://hrop.ucop.edu/jobs/career_services.html))

Again, we regret that we are all faced with this difficult process and we want to do everything possible to minimize layoffs and support employees.

As always, thank you for your continued partnership.

Katie

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