

UNIVERSITY OF CALIFORNIA

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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE VICE PRESIDENT
HUMAN RESOURCES

OFFICE OF THE PRESIDENT
300 Lakeside Drive, 12th Floor
Oakland, CA 94612-3550

January 6, 2012
Via Electronic Mail

Re: Transition to Bi-Weekly Pay Cycle

Dear Union Leadership:

The University is in the process of a proposed transition to a bi-weekly pay cycle and positive time reporting, for employees designated by the Fair Labor Standards Act (FLSA) as non-exempt. This proposal would apply to non-exempt staff on any pay cycle (e.g. monthly, semi-monthly, monthly in arrears etc.).

It is proposed, that this transition would not be achieved earlier than April 1, 2012. Locations may implement this transition later than that date and will provide notice to the unions, in accordance with the contracts, of the actual implementation date. They will provide notice to you of specific details regarding their implementation proposal.

Your comments are welcome. Please forward them via e-mail to karen.ernst@ucop.edu by February 6, 2012.

Sincerely,

A handwritten signature in cursive script that reads "Karen Ernst".

Karen Ernst
Assistant Director- Labor Relations

cc: Vice President Duckett
Executive Director Baptista
Director Saxton
Senior University Negotiators
Manager, Payroll, Ruiz
Labor Relations Managers