

**Yuba Community College District
Human Resources Development
and Personnel Services**

M E M O R A N D U M

October 29, 2009

TO: District Management

FROM: Al Alt, Vice Chancellor Administrative Services *AGA
10/29*

SUBJ: Voluntary Reductions/Contributions

This memo is directed to all District management regarding voluntary reductions and contributions that have been discussed at various management meetings. First and foremost, it is important to note that the meetings have all been voluntary and were initiated by numerous District managers. Additionally, it is important to note that any reduction or contribution that a District manager elects is voluntary. District management has shown broad support of voluntary reductions and contributions and managers continue to request options. It has taken time to put all of the options together; however, this memo will serve to provide District managers an opportunity to voluntarily elect reductions or contributions through the end of the 2009-2010 fiscal year.

It is important to note that the ideas and options presented in this memo were generated and further developed through group discussion on September 17, 2009 during a voluntary meeting of the District management.

In an effort to move the concept of voluntary management reductions and contributions forward, the Chancellors Executive Staff each elected voluntarily to reduce or contribute 3% of their base salary from January 1, 2010 through June 30, 2010. A copy of the signed MOU is attached for reference.

The following is a summary of the options available to all managers for voluntary reductions or contributions:

- Option 1: Voluntary Salary Reduction
- Option 2: Voluntary Contribution to Medical Benefits Premium
- Option 3: Voluntary Reduction in Medical Plan Coverage (i.e. Premier Plus to Premier)
- Option 4: Voluntary Unpaid Leave Days

A clear explanation of provisions and how each manager may volunteer for any or all of the above options will follow.

Voluntary Salary Reduction:

Each manager may volunteer a flat reduction in salary (effective January 1, 2010) in terms of a percentage or in terms of a pay step. In either case of a salary reduction, the salary of the manager will be restored effective July 1, 2010, including step increases that a manager may be eligible to earn as of that date. A form is provided and labeled as *Voluntary Salary Redirection Form*. Please complete this form if you wish to volunteer for a temporary salary reduction.

Voluntary Medical Benefits Premium Contribution:

Each manager may volunteer to pay a portion of their respective medical benefits premium beginning January 1, 2010, and terminating June 30, 2010. The contribution will be on a pre-tax basis and will be taken as a deduction from monthly salary in the amount specified by the manager. To exercise this voluntary option, the manager must complete the *Voluntary Medical Benefits Premium Contribution Form* and the *YCCD Salary Reduction Agreement (SRA)*.

Voluntary Reduction in Medical Plan Coverage:

Many managers expressed interest in voluntarily reducing their medical benefits plan for the remainder of the fiscal year. As such, Human Resources has arranged a special enrollment from November 2, 2009 through November 16, 2009. To volunteer for this option, a manager must complete the *Voluntary Reduction in Medical Plan Coverage Form* and complete the Tri-Counties Schools Insurance Group (TCSIG) enrollment/change form. This change in plan coverage will continue to be in effect through June 30, 2010. In May, in order to revert back to the managers original medical plan (effective July 1, 2010), the manager must complete a new enrollment/change form for TCSIG during the open enrollment period. HR will send out a reminder of the open enrollment period when it is appropriate.

Voluntary Unpaid Leave Days:

Originally the managers discussed this option in the September 17, 2009 voluntary meeting. At that meeting, many managers expressed interest in coordinating management unpaid leave days with CSEA furlough days. Furlough days have not yet been voted on or approved by CSEA. However, if a manager wishes to exercise the option of voluntary unpaid leave, he/she may do so regardless of the outcome of CSEA's vote for furlough days. In the event that CSEA approves the furlough days, District management will be expected to coordinate voluntary unpaid leave days with the CSEA furlough days. In the event that CSEA does not approve furlough days, managers will be allowed to utilize the voluntary unpaid leave days as approved by their direct supervisor and Chancellor's Executive Staff Member. To exercise the option of voluntary unpaid leave days, please complete the *Voluntary Unpaid Leave Days Form* that is provided.

This memo should make clear options available for District Management to participate in various voluntary reduction and contribution programs. The funds from voluntary management reductions and contributions will be utilized to reduce or mitigate lay-offs of staff. Participation in any of the programs offered will begin January 1, 2010 and end on June 30, 2010. In an effort to ensure that the savings can be calculated from these voluntary reductions and savings applied to laid-off positions please complete your enrollment forms between November 1, 2009 and November 16, 2009.

Along with the forms to volunteer for reductions and contributions, I have also attached advisories from STRS and PERS regarding furloughs and reductions. This information may assist you in your personal decisions.

Should you need any guidance on these options, please contact me directly or any of the Human Resources staff.