



**SAN JOSÉ STATE
UNIVERSITY**

Human Resources

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To: All CSUEU Employees
From: Maria Elena De Guevara, AVP of Human Resources
Date: October 30, 2009
Subject: Voluntary Worktime Reduction Programs

In an effort to mitigate the state budget crises and the potential layoffs facing California State University and San Jose State University, the University is offering Unit 2, 5, 7 & 9 employees an opportunity to participate in voluntary worktime reduction programs at this time, subject to the provisions of the CSUEU collective bargaining agreement.

Due to the budget crisis, it has become necessary for the University administration to notify several campus CSUEU employees that they will be laid off January 6, 2010. Those notices have already been provided to affected employees.

Voluntary programs include the following: a) reductions in the hours worked per week, b) reduction of months worked per year, and c) full or partial leaves of absence without pay of varying lengths of time.

Employees may request to participate in these programs either on a permanent basis or for specific durations. All requests will be evaluated based on the impact to department operation needs. Any employee who is interested should submit a request no later than December 30, 2009 to their appropriate administrator and forward a copy to the Human Resources Department.

Should you have any questions regarding voluntary reduced worktime programs or its impact on your benefits, please contact Cindy Delgado, Employee Relations Manager, (408) 924-2151 or cindy.delgado@sjsu.edu.

The California State University:
Chancellor's Office
Bakersfield, Channel Islands, Chico,
Dominguez Hills, Fresno, Fullerton,
Hayward, Humboldt, Long Beach,
Los Angeles, Maritime Academy,
Monterey Bay, Northridge, Pomona,
Sacramento, San Bernardino,
San Diego, San Francisco,
San José, San Luis Obispo,
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