

SAMPLE LETTER

**Department decision to decline participation in
Staff and Academic Reduction in Time (START) Program**

Date: _____

TO: _____

FROM: _____

As you may be aware, the University has introduced a new two-year Staff and Academic Reduction in Time (START) Program that allows eligible employees an opportunity to voluntarily reduce their working time and corresponding pay. The reduction in time and pay is to assist the University in achieving temporary salary savings during this period of budgetary shortfall. Although Berkeley is making START available to eligible employees at the 5% level, the decision to accept requests to participate in START at levels greater than 5% is at the discretion of individual departments based on their operational needs.

We have carefully considered current workloads and resource needs in the _____ [department, program, center], and have determined not to offer the START Program at this time. If, at a later date, we decide START can be offered to eligible employees, an announcement will be made with the specific details.

If you have any questions or concerns, please contact: