

06/01/2021

## **MEMORANDUM OF UNDERSTANDING**

Between the California Faculty Association & the California State

University Impacts related to COVID-19 on Operations

**06/01/2021**

The parties recognize a common interest in managing impacts related to COVID-19 on operations. The goal of this MOU is to provide additional flexibility for Unit 3 employees and campus leadership regarding staffing. The following provisions apply for the 2021-2022 fiscal year only.

### **1. Voluntary Reduction in Time Base Requests for Full Time Faculty**

The University, at the sole discretion of the appropriate administrator, may grant a request for a temporary reduction in time base for the 2021-2022 academic year to Tenure Track Faculty or those with a full time 3-year appointment making such request. The request should be received as early as possible, and no later than August 1, 2021.

Reductions in time base must be to instructional WTUs. Full time faculty may reduce a maximum of 6 WTUs each semester for semester campuses and 8 WTUs each quarter for a quarter campus. A request for time base reduction must be made for an entire term and may not be rescinded.

Tenured and probationary faculty who are approved for a reduction in time base under this provision will return to full time service in 2022-23.

Probationary faculty and Associate Professors who are approved for a reduced time base shall be credited the full year for the purposes of RTP eligibility. A reduction in time base does not extend the probationary period for tenure or the eligibility timeline for promotion, which should continue to follow contractual parameters and campus guidelines, nor should it be viewed negatively in RTP evaluation processes.

Full time temporary faculty with 3-year appointments who request a reduction in time base in the third year of their appointment will have entitlement eligibility based upon 22.2 for any subsequent reappointment. Evaluations of full time temporary faculty in the third year of a 3-year appointment will continue to follow contractual parameters. A reduction in time base shall not be viewed negatively in the evaluation process for temporary faculty.

Full time Counselors and Librarians may have their work hours reduced by up to 16 hours per week (8 hours per week is a timebase reduction of .2), with approval of the appropriate administrator and the concurrence of the direct supervisor who has the authority to determine operational and staffing needs.

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Unit 3 employees who choose to request a reduction in time base should be aware of the CALPERS implications, as a voluntary reduction in time base reduces service credit accrual in accordance with CalPERS regulations.

The decision of the appropriate administrator to deny a requested reduction in time base will not be subject to Article 10, the grievance procedure. Reasons for denials for a reduction in time base shall be reduced to writing.

## **2. Pre-Retirement Reduction in Time Base (PRTB)**

Campuses may grant PRTB requests received after the contractual six-month deadline for notice. Any faculty member who applies for PRTB beginning in academic year 2021-2022 may revoke the reduced time base and return to full-time employment in 2022-2023 upon their request. The request for return to full employment must be made by May 1, 2022.

This provision is only available for any eligible faculty member who did not enter PRTB in 2020-2021.

A faculty member who has chosen PRTB for 2021-22 but does not request a return to FT employment by May 1, 2022 will be considered to be continuing in PRTB and then subject to contract provisions. A faculty member who has chosen PRTB in 2021-22 but requests a return to full employment shall lose one year of eligibility for future PRTB participation. All other contract provisions remain in force.

For CFA: For CSU:

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Scott Carl Fisher  
Representation Specialist Senior Director, Academic Labor Relations

Terry

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Joseph Jelincic (Jun 1, 2021 16:21 PDT)

Joseph J. Jelincic III  
Senior Director, Collective Bargaining

