

## Voluntary Schedule Reduction Program (January 21, 2003)

### Overview:

During this period of fiscal restraint, The University Libraries is offering employees in 31+ hour positions the opportunity to request a schedule reduction. All such requests will be reviewed by the appropriate Department Head who will determine if the reduction can be accommodated without undermining an essential service, requiring the hiring of replacement staff, or placing additional stress on the employee's unit.

The pay for participating employees would reflect the new number of hours worked. Vacation time and sick leave would continue to accrue, but at a rate that is proportionate with the number of hours worked. Health insurance and seniority at the University would not be affected. The pension payout for staff in non-exempt positions could be affected in that calculations are based on the five highest consecutive years of earnings out of one's last ten years of employment.

### Staff in Non-Exempt Positions:

Staff who work more than 30 hours a week may request an on-going reduction in their work schedule – reducing their hours to a standard work week that has an annual average of at least 30 hours per week.

### Staff in Exempt positions and Library Faculty:

Staff in exempt positions and library faculty may request to reduce their hours to three quarters time, but are not eligible for more minor schedule changes.

### Procedures:

An individual submits a request to his/her supervisor –suggesting the preferred schedule change. The supervisor reviews the request with the Department Head (or Associate Director) determining the impact on the department and then approves, modifies, or denies the request. Since approvals are entirely management decisions, they are not automatic.

Approved applications (initialed by the appropriate AD) should be submitted to the Library Human Resource Generalist at least two weeks before the desired reduction date in order to allow paperwork to be processed. Status forms will be used to document the change.

Approved schedule reductions will generally be handled on an annual basis although the actual request may focus on one particular semester or summer. The money for the position will only be used for one time costs so that the funds are available for the position to be re-established at the original level (30 -40 hours) in the next fiscal year.

**Voluntary Schedule Reduction program  
Application**

Employee name: \_\_\_\_\_ Date of application: \_\_\_\_\_  
Position: \_\_\_\_\_ Department: \_\_\_\_\_

Current Proposed  
Hours per week: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Reduced Hours Time Frame (dates): \_\_\_\_\_

Can the Department accommodate this change? Please explain. (To be completed by DH or AD). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's recommendation: Approve as of (Date) \_\_\_\_\_  
Deny (See above for reason) \_\_\_\_\_

Supervisor's approval: \_\_\_\_\_  
Department Head/Associate Director Approval: \_\_\_\_\_  
Budget Officer Approval : \_\_\_\_\_

Status Form initiation date: \_\_\_\_\_