



# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

### HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:43

## Time Reduction

### COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support
- Bargaining Unit Employees

### [Board of Trustees Employee Definitions](#)

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

### HR POLICY

The Employee Time Reduction Program is designed to provide full-time employees an opportunity to request to reduce their work schedule from full-time to a part-time basis for up to a 12 month period due to a temporary decrease in workload, a personal need not covered under FMLA or to meet a departmental budget need. Due to work demands, departmental staffing or other operational needs, a time reduction request may not be granted.

### HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. The divisional vice president in very unusual circumstances may grant an extension of the time limits of a time reduction request.
- II. Unless approved by the divisional vice president, another person cannot be hired to "fill in" for the time-reduced employee.
- III. Time reduction may be granted on either a monthly or weekly basis. The employee may request to reduce his/her hours to 'zero' for a period of time or may propose a limited work schedule, such as 10, 24 or 30 hours per week. The employee's salary will be prorated by the amount of hours reduced. The employee will be paid for hours actually worked.

IV. Fringe benefits information:

- A. Insurance Coverage - All insurance coverages are continued at the same level as if the employee were working his/her regular full-time work schedule. For example: If the employee normally pays a portion of the monthly premium, payments will continue while on reduced time.
- B. Vacation and Sick Leave Time - Will be accrued on a pro rata basis, computed on actual paid hours.
- C. Holiday Pay - Under the weekly time reduction schedule, holiday pay will be granted at the percentage of time the employee is scheduled to work. If employee is scheduled to work 20 hours under time reduction, he/she receives 4 hours of holiday time. The employee receives holiday pay only for holidays occurring during the period the employee actually works. (Example: If employee is not in pay status the week of July 4<sup>th</sup>, he/she does not receive a paid holiday.) The employee must be in pay status before and after the holiday in order to receive holiday pay.
- D. Retirement - Retirement contributions will be made by the University based upon employee payroll earnings.

V. Salary reduction computations are based on the employee's annual salary.

VI. Employee is eligible to receive any across the board increase granted to other similarly classified employees.

VII. Employee cannot request time reduction when he/she is on a University approved leave of absence

VIII. Procedure to Request Time Reduction:

A. Reduced time proposals may be submitted at any time during the year. The proposal must allow a reasonable period of time for the implementation of any needed rearrangement of work assignments and other implementation needs. Time reduction cannot begin until all approvals are received.

B. Time reduction proposals will contain the following:

1. A statement of the amount of time reduction requested with a specific work schedule for the time-reduced period.
2. A description of how the employee's basic job responsibilities would be handled under the proposed time reduction.

C. Time reduction proposals are initiated by the employee. Once approved by the operating supervisor, the supervisor will forward the request to the next level of supervision. The appropriate divisional vice president must approve

time reduction. Vice presidents and staff in the Executive Division must receive approval by the President.

- D. All approved time reduction requests must be forwarded to Human Resources (HR), who will forward the information to Payroll. HR will discuss with the department the process to be followed to record the employee's time off (leave slips, EAA, etc.).
- E. Once approved, the employee must check with the Benefits Office in HR to make arrangements for payment of employee's portion of benefits, if applicable, or to discuss other benefit implications.

### **RESPONSIBILITY**

Employee: Submit request to supervisor. Work the approved schedule and return to regular hours at the end of the approved Reduced Time.

Supervisor: Obtain approval by appropriate administrative staff. Work with HR to determine the correct method to record the reduced time for payroll purposes.

Refer Questions To: *Human Resources*