POLICY 8.24 – Reduced Responsibility

Policy Category: Personnel – Select Administrative Group Employees (SAGE)
Effective Date: September 10, 1999
Revised: (NEW)

POLICY

1.00 A Regular Full-time employee may apply for reduced responsibility status which is defined as a change in his/her regular work schedule. The normal work schedule may be reduced either in hours per day (e.g., 4 hours a day), days per week (e.g., 3 days a week) or months per year (e.g., 9 months a year).

2.00 An employee's request for reduced responsibility must be made in writing to the Supervisor and/or Budget Unit Head (or designate). Each application will be evaluated independently and the Supervisor and/or Budget Unit Head (or designate) will approve or deny the request at his/her sole discretion, which discretion shall be exercised in a reasonable manner.

3.00 If approved by the Supervisor and/or Budget Unit Head (or designate), details of the reduced responsibility will be confirmed in writing and will be signed by the employee, the Supervisor and/or Budget Unit Head (or designate), and Human Resources.

4.00 Salaries and rate of vacation accrual shall be adjusted on a pro-rated basis to reflect the reduction in working hours. Subject to Clause 5.00, the following level of benefits, but not duration, shall be reduced to reflect the reduction in working hours: group life insurance; long term disability; pension contributions; sick leave; severance pay and pay in lieu of notice.

5.00 Subject to the approval of Revenue Canada, participants age 55 or over will be provided with pension contributions and Group Life Insurance coverage at their salary level immediately prior to the reduced responsibility.

6.00 Within the initial two year period of an approved reduced responsibility arrangement and with thirty (30) calendar days written notice by the employee, return to the previous hours of work will be automatic. At least thirty (30) calendar days prior to the completion of the initial two-year period, the employee will be reminded in writing of the final day she may opt to return to the previous hours of work. If UWO requires any change in a reduced responsibility arrangement at any time, it will provide thirty (30) calendar days written notice to the affected employee.

7.00 An employee who takes reduced responsibility such that she works less than twenty-four (24) hours per week, shall nonetheless continue to be covered by this Policy for all purposes.