

POLICY 6.8 – Reduced Responsibility

Policy Category:	Personnel
Subject:	Reduced Responsibility
Approving Authority:	Board of Governors
Responsible Officer:	Vice-President, Operations and Finance
Responsible Office:	Human Resources
Related Procedures:	Administrative Procedures for Reduced Responsibility
Related University Policies:	
Effective Date:	July 1, 2013
Supersedes:	December 1, 1998, September 28, 2000, June 20, 2013

I. PURPOSE

This policy outlines reduced responsibility arrangements available for PMA Eligible staff members at Western. It is in accordance with all applicable federal and provincial legislation including, but not limited to, the *Income Tax Act* (Canada).

II. DEFINITIONS

Reduced Responsibility: A temporary reduction to a staff member's work schedule to no less than 25 hours per week for a maximum of 24 months with the option for renewal.

III. POLICY

1. Evaluation and Approval

Each reduced responsibility arrangement will be evaluated independently subject to the operating needs of the unit.

2. Salary and Benefits

- a) During a reduced responsibility arrangement, salary, life insurance, pension contributions, vacation and sick leave will be adjusted on a pro-rata basis to reflect the change in appointment status. Any salary increases during the period of a reduced responsibility arrangement will be first calculated on the staff member's full base salary and then reduced in accordance with the arrangement.

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- b) For staff members who are 55 years of age when beginning the period of the reduced responsibility arrangement, pension contributions and life insurance coverage will continue based on the staff member's full base salary, subject to *Income Tax Act* (Canada) regulations.

3. Changes to the Arrangement - Notice Period

Within the initial two-year period and with 30 days notice, return to full-time status will be automatic at the staff member's request. If the staff member agrees, this right may be waived. Conversely, the university must provide the staff member 30 days written notice prior to any change in the reduced responsibility arrangement.