

POLICY 8.17 – Reduced Responsibility

Policy Category:	Personnel – Select Administrative Group Employees (SAGE)
Subject:	Reduced Responsibility
Approving Authority:	Board of Governors
Responsible Officer:	Associate Vice-President (Human Resources)
Responsible Office:	Human Resources
Related Procedures:	Procedures for Reduced Responsibility
Related University Policies:	
Effective Date:	May 4, 2017
Supersedes:	September 10, 1999 [<i>Previously MAPP 8.24 – Reduced Responsibility</i>]

I. PURPOSE

This policy describes reduced responsibility arrangements available to Select Administrative Group Employees (SAGE) members at Western. It will be interpreted and applied in accordance with all applicable legislation including, but not limited to, the *Income Tax Act (Canada)*.

II. DEFINITIONS

For purposes of this Policy, “**Reduced Responsibility**” means a temporary reduction to a staff member’s work schedule to no less than twenty-five (25) hours per week for a maximum of twenty-four (24) months with the option for renewal.

III. POLICY

- 1.0 A SAGE member may apply for reduced responsibility status which involves a change in his/her regular work schedule. The SAGE member’s normal work schedule may be reduced either in hours per day or days per week.
- 2.00 Each reduced responsibility arrangement will be evaluated independently subject to the operating needs of the unit.
- 3.00 Salaries and rate of vacation accrual shall be adjusted on a pro-rated basis to reflect the reduction in working hours. Subject to Clause 4.00, during the period of reduced responsibility, the level of the following benefits (but not the duration of benefits eligibility) shall be reduced pro-rata to reflect the reduction in working hours: group life insurance; long term disability; pension contributions; and sick leave. In addition, any severance pay and/or pay in lieu of notice will be calculated based on the member’s reduced salary.

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- 3.00 Subject to the approval of the Canada Revenue Agency, 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.

- 4.00 Within the initial two-year period of and with thirty (30) calendar days' written notice by the SAGE member, 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 SAGE member will be reminded in writing of the final day he/she may opt to renew the reduced responsibility arrangement or return to the previous hours of work. If Western requires any change in a reduced responsibility arrangement at any time, it will provide thirty (30) calendar days' written notice to the affected SAGE member.