

Voluntary Reduction of Work Schedule or Contract

File: **Personnel Policies > Human Resource Policies**

Voluntary Reduction of Work Schedule or Contract

Policy Summary

This policy provides a mechanism for employees to voluntarily request a reduction in their work contract/schedule on a permanent or temporary basis.

Policy Owner

Vice President for Finance and Administration

Approval Date

March 21, 2018; updated July 26, 2023

Scheduled for Review

Spring 2027

I. Policy Statement

Employees may request a voluntary reduction of contract/work schedule at any time. The reduction must be requested on the appropriate form, following the procedures outlined in this policy. Additionally, during special circumstances, the President or designee may set a specified application period.

All requests must be routed through the immediate supervisor up to the appropriate Vice President. The final decision rests with the Vice President for Faculty and Administrative Professional Staff and the Appointing Authority for classified staff. The final decision will be based upon how the employee's primary and secondary functions will be affected.

If a request is granted, the employee's pay and associated leave benefits will be reduced proportionately.

In the event that the College implements a change that impacts employment terms for a full or part-time employee, the employee has the right to request to renegotiate the terms of this agreement.

II. Reason for Policy

To provide for consistent avenue for faculty, exempt staff and classified staff to request a reduction in their work contract/schedule on a permanent or temporary basis.

III. Responsibilities

For following the policy: All College Employees

For enforcement of the policy: President, Vice President for Finance & Administration, Vice President for Institutional Advancement, Provost & Vice President for Academic Affairs and Vice President for Student Affairs

For oversight of the policy: Vice President for Finance & Administration

For notification of policy: Policy Librarian

For procedures implementing the policy: Office of Human Resources

IV. Definitions

Employees:

- Faculty, Administrative Professional Staff and Classified Staff

Immediate Supervisor:

- For Faculty: Appropriate Dean or Designee
- For Administrative Professional and Classified Staff: Immediate Supervisor

V. Procedures

An employee wishing to reduce their contract/work schedule must:

1. Submit to their immediate supervisor the “Request for Voluntary Reduction of Contract or Work Schedule” form, found at the end of this policy. The request must include a description of how the functions of the employee’s job will be affected and a proposed work schedule.
2. The request will be forwarded to the appropriate Vice President with the immediate supervisor’s recommendation.

If approved, Human Resources Office will maintain written documentation of the request and approval process will be maintained in the employee’s personnel file.

VI. Forms

[Request for Voluntary Reduction of Contract or Work Schedule Form](#) (Download and open with Adobe Acrobat to access fillable form.)