Title: Reduced Workload/Responsibility Appointment – Non-Academic Staff

Background & Purposes:

1. General

1.1. Under certain circumstances, non-academic staff who hold continuing full-time positions may be permitted to hold a reduced appointment while maintaining full pension and other appropriate specified benefit entitlements.

2. Eligibility

2.1. Where it is to the advantage of the University and to the staff member, a reduced workload appointment may be considered for a member of the full-time continuing staff who is at least 55 years of age at the time of the request, and has had at least 15 years full-time continuous service at the University.

3. Practice

3.1. Reduced workload appointments may reduce the daily, weekly, monthly or annual period of work required of the position.

3.2. Reduced workload appointments would not be considered below 50% of that established for the equivalent regular full-time position.

3.3. The actual salary received will be proportionate to the reduced time worked.

3.4. The employee’s contribution to all benefit programs will be based on basic full-time salary (before reduction) with the exception of long term disability which will be based on actual salary received.

3.5. The University’s contribution on behalf of the employee to the pension plan and other benefit programs will be on the same basis as above.

3.6. The employee’s salary will be subject to the normal salary reviews appropriate to the salary policy relating to the employee’s classification, occupational group or relevant collective agreement.
3.7. Where an employee works a reduced workload on a sessional or similar arrangement, salary payments may be spread out over the year to provide twelve month’s coverage.

3.8. Reduced workload appointments concluded under the above practices shall continue until retirement or termination as may be appropriate.

4. **Benefits**

4.1. Employees who have reduced time commitments may maintain pension and benefits participation as follows:

4.1.1. **Pension Plan**
Contributions and pension credits will be based on the basis full-time salary in each calendar year.

4.1.2. **Long Term Disability Benefit**
Premiums and benefits will be reduced in the same proportion as the reduction in the individual’s time commitment.

4.1.3. **Group Life Insurance**
Existing options and premium sharing arrangements will be available and will be based on the full basic salary.

4.1.4. **M.S.A. Extended Health and Dental Plans**
Coverage and premium cost-sharing will be continued.

4.1.5. **Sick Leave**
Paid Sick Leave will be accumulated on a pro-rata basis in keeping with the individual’s reduced time commitment. However, it should be noted that Sick Leave may only be used during a period when the member is normally scheduled to work.

4.1.6. **Vacation**
The member will receive a proportionately reduced amount of vacation credit.

4.1.7. **Paid Holidays**
Paid holidays will be paid when they occur on a day in which the reduced workload person is normally scheduled to work, at the reduced level.

4.1.8. **Canada Pension, Unemployment Insurance, Workers’ Compensation**
These benefits will be available according to the applicable government regulations.
PROCEDURES

Approved: August 1984

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

1.1. All reduced workload arrangements must be recommended in writing by the Dean (Academic Departments) or Department Head (Non-Academic Departments) to the President. Details of the final reduced workload arrangements will be confirmed in writing. Because of the technical and legal complexity involved in such arrangements, no arrangement will be considered complete until such a document has been prepared and signed.