

University of Maine System Voluntary Permanent Schedule Reduction

When it is mutually beneficial to the University and an employee, a full time regular employee with continuous service equaling five full-time equivalent years may request a reduction in schedule and be eligible for pro-rated benefits available to full-time regular employees. The schedule reduction shall be no less than one-half time. The reductions will normally be for an indefinite duration, and there will be no right to return to full-time regular status. However, if the employee and the University agree at the time the reduction occurs, the reduction may be for a specified period with a return to full-time regular status guaranteed at its conclusion.

Once the schedule reduction has occurred, the employee benefits shall be as described below. The same benefits shall apply to part-time regular employees who have the equivalent of five years full time continuous service (e.g. ten years of 50% service, six years and nine months of three-quarter time service, etc.) and, if they have the requisite service, to employees whose positions are reduced from full-time to part-time for program or budget reasons:

Leave Accruals In accordance with policies for part-time regular employees, annual leave and disability leave shall accrue based on the reduced schedule. Leave used shall be pro-rated. For example if an employee's reduced schedule is four hours per day, a one day absence will equate to use of four hours of leave. Maximum leave accruals or amounts carried forward will also be pro-rated. Holiday benefits shall also be in accordance with policies for part-time regular employees. At the time the reduction becomes effective, the employee may carry forward only the pro-rated maximum leave balances. The employee may use excess annual leave or, if there is no opportunity to use the leave, may be paid for the amount of annual leave which may not be carried forward.

For purposes of determining sabbatical eligibility, service shall be counted in full-time equivalence. A year of service at half-time shall count as one-half year toward sabbatical.

Health Insurance Coverage in the group health plan may continue. The employee will pay any premium for which a full-time regular employee is responsible.

Life Insurance Basic life insurance will be based on the reduced salary. The employee will pay any premium for which a full-time regular employee is responsible.

Long-Term Disability Coverage will be provided based on the reduced salary.

Retirement For professional employees, contributions to TIAA-CREF will be made in the percentages applicable to full-time regular employees. Contribution amounts shall be based on the reduced salary.

Classified staff who participate in the Non-Contributory Retirement plan shall have retirement benefits based on actual earnings and service (not pro-rated).

Employees in the Maine State Retirement System and in the federal retirement systems (CSRS, FERS) are eligible for reduced schedules. Such employees should be aware that pension benefits will be based on their years of highest salary, not their final salary.

Tuition Waiver Tuition waiver shall continue at the level available to part-time regular employees for both employee and dependent waiver.

Tenure If a tenured faculty member accepts a reduced schedule, the tenured status is unaffected. As with any other employee, there is no right to return to a full-time regular status unless so agreed at the time the reduction is initiated. For untenured faculty, service toward the probationary period shall be counted on a full-time equivalent basis. One year of service in a half-time status will count as one half year toward the probationary period.

Other Benefits Employees with a reduced schedule will continue to be eligible for supplemental life insurance, tax-deferred annuities, income protection, and advantage accounts.

Application and Approval Process An application for Voluntary Schedule Reduction shall ordinarily be submitted at least two months prior to the requested effective date. This time limit may be waived when an earlier effective date is beneficial to both the employee and the University. A faculty member will ordinarily be required to make the reduction effective at the beginning of a semester. The application form shall be completed by the employee and submitted to the supervisor. The supervisor shall make a recommendation and forward the form for administrative review, regardless of whether the supervisor's recommendation is positive or negative. The Application shall be reviewed by administrators designated by the campus. A final decision shall be made by the President (Chancellor for System employees) or the President's designee and communicated to the employee in writing.

University of Maine System Application for Voluntary Permanent Reduced Work Schedule

Name: _____
 (please print clearly)

MaineStreet ID #: _____

Campus: _____

Department _____

I am paid: Monthly ____ Biweekly ____

I request a Voluntary Permanent Work Schedule Reduction to _____% full time effective _____(date). I have read the policy on Voluntary Permanent Schedule Reduction and agree to its terms. I confirm that I have been employed for the equivalent of five full-time continuous years of service. The benefits office should be contacted if there are questions as to the equivalent years of service worked. This is a voluntary reduction, and I understand that I will not be eligible for Unemployment Compensation because of this reduction. I understand that I have no right to return to a full-time schedule unless a specific period for the reduction is agreed upon in writing at the time this application is considered for approval.

Employee Signature

Date

Recommendations
Approve Disapprove

Supervisor's Signature

Date

Reason (if recommendation is for disapproval):

Approve Disapprove

Director or Dean Signature

Date

Director Human Resources Services Review

Date

Please attach the employee's new personnel action form and return to the **Payroll Office, 128 School St, Gorham, Maine 04038**

cc: Benefits Office, 128 School Street, Gorham, Maine 04038