



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>REDUCED APPOINTMENTS</b>
<b>Parent Policy:</b>	Reduced Appointments
<b>Effective Date:</b>	January 27, 2009
<b>Revised Date:</b>	
<b>Review Date:</b>	January 27, 2019
<b>Approving Body:</b>	Administration: President
<b>Authority:</b>	Policy: Reduced Appointments
<b>Responsible Executive Officer:</b>	President
<b>Delegate:</b>	Vice-President (Administration)
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees: (See list)

This Policy applies to the following employee groups excluded from bargaining units as identified in Procedure: Employee Organizations and Employment Groups:

- a) Academic and Support Staff Excluded from Bargaining Units as Members of the Board;
- b) The Executive Staff;
- c) Senior Administrative Academic Staff;
- d) Administrative Academic Staff;
- e) Geographic Full-time Staff;
- f) Research Academic Staff;
- g) Other Academic Staff;
- h) Excluded Management, Administrative and Professional Staff;
- i) Medical Practitioners and Administrators; and
- j) Out of Province Support Staff;

### Part I Reason for Procedure(s)

To set out Procedures secondary to the Policy: Reduced Appointments for the provision of opportunities for an employee to gradually transition from full-time appointments to

retirement or to limited-time reduced appointments. This Procedure is not intended to cover the transition from full-time appointments to long term or ongoing part-time appointments.

## **Part II Procedure(s)**

### **2.1 Definition**

2.1.1 A reduced appointment is a limited-time reduction from full-time workload to a part-time workload with special provisions for staff benefit coverage and pension contributions. The intent of the reduction in hours of work is to provide:

- a) a method of transitioning to retirement;
- b) flexible employment arrangements for a limited time; and
- c) potential cost reductions for the Employer.

The maximum reduction of workload or hours of work from full-time shall be 50% and the total number of years an employee may be on a reduced appointment shall be five (5) years.

2.1.2 There are three (3) types of reduced appointments, as follows:

- a) An eligible employee with at least ten (10) years of service with the Employer may be eligible for a reduced appointment of up to two (2) years. With twenty (20) working days notice, the employee may return to full-time duties at any time within the two (2) years. At the end of the two (2) year period, the employee must either return to full-time duties or resign. An alternative to resignation is a request for approval from the Department Head to convert the position to a continuing part-time position with the appropriate terms and conditions of employment for continuing part-time positions;
- b) An eligible employee with a minimum age of fifty (50) and whose age and service with the Employer total at least seventy (70) may be eligible for one reduced appointment of up to five (5) years. For this type of reduced appointment the employee must commit at the time of application to retire no later than the end of the reduced appointment; or
- c) For an employee already on a reduced appointment that was approved prior to (note insert the date of approval of the revised Reduced Appointment Policy) the terms of the reduced appointment shall continue.

### **2.2 Eligibility**

2.2.1 In order to be eligible for a reduced appointment an employee immediately preceding the commencement date of the proposed reduced appointment must:

- a) be a member of the University of Manitoba Pension Plan; and
- b) be a full-time employee in a continuing, tenured, term or contingent position/appointment.

## 2.3 Approval

2.3.1 An eligible staff member may apply in writing to the Dean/Director or Head of Administrative Unit for approval for a reduced appointment. The application shall be provided at least six (6) months prior to the start date of the proposed reduced appointment and shall include the recommendation of the staff member's supervisor and/or department head. The application and the recommendation shall specify the amount by which the appointment is to be reduced and the duties to be performed by the staff member while on reduced appointment.

2.3.2 An application for a reduced appointment shall be submitted through the Department Head and the Dean, Director or Head of Administrative Unit to the Executive Director of Human Resources. The application shall be accompanied by the recommendations of the applicant's Department Head and the Dean, Director or Head of Administrative Unit. Normally decisions on the granting of the reduced appointment will be made at least four (4) months prior to the commencement date of the proposed reduced appointment.

If the Executive Director of Human Resources approves the application a reduced appointment may be granted. The decision on the granting of a reduced appointment shall be based on the positive recommendation from the Department Head, Dean/Director or Head of Administrative Unit, the appropriateness of the reduced hours of work and the financial requirements of the Department/Faculty and the University. The details of the agreement shall be confirmed in writing by the Executive Director of Human Resources. The granting of a reduced appointment is at the discretion of the Dean, Director or Head of Administrative Unit.

## 2.4 General Provisions

2.4.1 Each staff member whose application for a reduced appointment is approved shall have a "Normal Salary Rate" computed as if the member were continuing on full-time status. All relevant salary adjustments shall be computed on the "Normal Salary Rate". The "Actual Salary" to be paid to the member shall be pro-rated from the "Normal Salary Rate" in direct relation to the appropriate reduction in workload for the reduced appointment.

2.4.2 Each staff member with an approved reduced appointment agreement shall continue to participate in the University Pension Plan and the other staff benefit plans. Except as provided below, both the member's contributions and the

Employer's contributions shall be based on the "Normal Salary Rate", and participation in the University Pension Plan and coverage in all applicable life insurance plans shall be based on the "Normal Salary Rate" of the member. However, contributions to and coverage under the Long Term Disability Plan shall be based on the employee's "Actual Salary".

2.4.3 Salary during sick leave and other paid leaves shall be on the basis of "Actual Salary".

2.4.4 Vacation entitlements will be reduced for employees on reduced appointments. Service for the purpose of calculating vacation entitlement shall be accumulated on the basis of the reduced workload/hours of work. Vacation Pay shall be on the basis of "Actual Salary".

2.4.5 An academic staff member with an approved reduced appointment agreement shall continue his/her employment status (e.g. tenured, continuing, term or contingent appointment) and shall be eligible for promotion, research/study leaves and other provisions as provided in the appropriate policy.

2.4.6 For the purpose of any assessment of performance a member on a reduced appointment shall be assessed on the basis of his/her actual workload.

2.4.7 For the purpose of eligibility for research/study leave, a member on a reduced appointment shall be considered to be accumulating service as if the member were full-time. Salary reductions, if any, and salary payments during a research/study leave for a member on a reduced appointment shall be computed on the member's "Actual Salary".

## 2.5 Legal Agreement

2.5.1 The reduced appointment agreement provided in 2.3.2 is a legally binding agreement between the employee and the University. The commitment to retire no later than the end date specified in the reduced appointment agreement is in exchange for the enhanced benefits provided during the reduced appointment. The reduced appointment and the commitment to retire can only be changed with the recommendation of the appropriate Vice-President and agreement from the President.

## 2.6 Transition

2.6.1 This procedure shall apply only to new Reduced Appointments made after (insert date of Board of Governors approval of the Policy).

### **Part III Accountability**

- 3.1 The University Secretary or the President is responsible for initiating a formal review of these Procedures.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

### **Part IV Review**

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is January 27, 2019.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
  - a) the Approving Body deems necessary; or
  - b) the relevant Policy is revised or rescinded

### **Part V Effect on Previous Statements**

- 5.1 This Procedure supersedes:
  - a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
  - b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
  - c) Policy: Reduced Appointments (dated January 30, 2007).

### **Part VI Cross References**

Policy: Reduced Appointments