



SAINT LOUIS UNIVERSITY

REDUCED WORK YEAR POLICY

Procedure Number:

Classification:

Responsible University Office: Vice President Human Resources

Version Number: 2

Effective Date: 8/13/12

1.0 INTRODUCTION

Saint Louis University has many activities which are concentrated during certain times of the year, and require the full attention and support of participant departments during these peak periods. Many of these departments that have these types of cyclical activities may find that during the off-peak periods, it is not necessary to maintain a full staff.

2.0 PURPOSE

Saint Louis University provides the option of offering a permanent reduced work year schedule to full-time staff members who work in units that have cyclical, off-peak work periods.

3.0 PERSONNEL AFFECTED

This policy applies to all full-time non-bargaining unit staff of Saint Louis University.

4.0 DEFINITIONS

Not applicable

5.0 POLICY

For departments that have cyclical, off-peak work periods, a reduced work year schedule would allow for a non-working, non-paid period up to 10 weeks. (Time-off period for reduced work year schedule should not be less than 5 weeks.)

6.0 RESPONSIBILITIES

Since this policy may not prove to be adaptable to all offices and areas, application of the policy is subject to the approval of the appropriate Vice President or Division Head. Human Resources and the hiring manager are responsible to administer this policy.

7.0 PROCEDURES

- 7.1 The Department Head identifies positions that are suitable for reduced work year scheduling. These reduced work year positions are then approved by the Vice President or head of that division. In the event that similar positions in the same department could be eligible for one reduced work schedule, the performance, length of service, and relative contributions of the individuals in those positions will be considered to determine who will be given first opportunity to accept the reduced work year schedule.
- 7.2 The Department Head discusses the reduced work year option with each individual in identified positions. If the individual agrees to the reduced work year schedule, an EPAF is submitted indicating "Reduced Work Year" in the comments section of the EPAF, and the beginning and end dates of the time-off period. (Total time-off period cannot exceed 10 weeks in a 12-month period.)
- 7.3 The individual signs the Reduced Work Year Agreement Form which is submitted with the EPAF.
- 7.4 The approved EPAF and the Reduced Work Year Agreement Form must be submitted at least 30 days prior to the non-working period.
- 7.5 All payroll deductions that are due to occur during the non-work period must be prepaid prior to the start of the non-working period. The final check prior to the start of the non-working period will therefore include vacation balance owed, less prepaid payroll deductions. (Sick leave cannot be used to prepay payroll deductions.) The individual must contact the Benefits Office and/or the Payroll Office to review and approve the amount of prepayment for deductions. If this prepayment amount cannot be paid in full prior to the start of the non-working period, the individual cannot participate in the Reduced Work Year Program.
- 7.6 The departmental timekeeper will indicate "Reduced Work Year-No-Work" on the timesheet/leave report during the time-off period.

7.7 New Reduced Work Year Positions

New positions may be established which include an immediate reduced work year schedule. In these cases, the positions will be posted with preference being given to a qualified internal candidate over a similarly qualified external candidate.

7.8 Change in Reduced Work Year Schedule

If the dates of the non-working period of a flex schedule should change, a new EPAF must be submitted to ensure that 1) the individual's salary is reactivated upon his/her actual return, 2) all benefit and payroll deductions are properly calculated, and 3) departmental budget changes are made. The changes to the original schedule must be indicated in the Comments section of the EPAF.

Movement to a flex-year schedule cannot be revoked unless the employee transfers to another position, or management considerations make it necessary to return the position to a full twelve-month schedule.

7.9 Budget Implications

When the Human Resources Office receives the EPAF indicating "Reduced Work-Year" in the Comments section, a copy of the PAF will be forwarded to the Financial Planning and Services Office. A representative from this office will assign a new Reduced Work Year position number which will permanently identify this position as eligible for Reduced Work Year scheduling. Any vacation balance owed prior to the start of the non-working period will be charged to the account(s) indicated on the EPAF.

The Financial Planning and Services Office will need to be contacted regarding budget reallocations, if applicable.

7.10 FORM:

Reduced Work Year Agreement

I understand that by exercising the reduced work year option, I will not receive regular wages for the non-working period, scheduled from _____ to _____. As a full-time employee, I will continue to be eligible for the University benefit programs available to other full-time employees during the non-working period(s) authorized by my flex-year work schedule.

I voluntarily agree to allow the University to deduct the amount of authorized and normally scheduled bi-weekly or monthly payroll deductions for benefits and for other voluntary payroll deductions for the non-working period, prior to the start of my non-working period. I understand that my vacation balance will be paid out at the beginning of my non-working period, and that this amount, along with my earnings for the last working period, will be used to offset any prepaid deductions that I may owe for the non-working period. Any balance due me will be paid in full by the University.

If I should resign my employment prior to returning from my non-working period, or if I fail to report to work within 3 days of my scheduled return date, I understand and agree that I will reimburse the University for all of the insurance premiums paid on my behalf, less any payroll deductions, for the non-working period. Also, any outstanding debts to the University will become due and payable immediately upon separation. Failure to pay within thirty (30) days of separation date will result in legal action.

Employee Signature Date

Department Head Signature Date

NOTE: Prepayment amount for obligatory payroll deductions, such as Recreation Center dues, Billiken tickets, computer purchases, loans, etc., should be discussed with the Payroll Office prior to acceptance of this agreement. The Payroll Office will also assist you regarding continuation of voluntary deductions such as Savings Bonds. Direct deposit banking arrangements, if any, will resume upon your return.

The Benefits Office should be contacted to discuss the prepayment amount for benefits deductions such as dependent medical insurance, long term disability, etc.

8.0 REFERENCES

Time Reporting for Non-Exempt Staff
Flexible Work Schedule Policy