

SAINT JOSEPH'S UNIVERSITY
VOLUNTARY REDUCTION IN WORK SCHEDULE POLICY
Fiscal Year 2014

Purpose: To provide three (3) voluntary work schedule reduction options to eligible employees as Saint Joseph's University ("University") continues to meet changing economic circumstances and revised financial obligations.

Eligibility: Employees are eligible for a voluntary reduction in work schedule if they (1) have completed a minimum of six months of continuous service to the University on or before May 31, 2013, and (2) are currently working full-time as defined in the University *Staff or Administrative & Professional Handbook* ("Handbooks") and whose employment benefits are set forth in the Handbooks, consistent with their employment status at the University.¹

Eligible employees who wish to participate in the Voluntary Reduction in Work Schedule (VRWS) Program, whether for the first time or as a renewal, must complete a Voluntary Reduction in Work Schedule Request Form and submit it to their department head for review. The request must be approved by the department head and the Dean or Vice President then submitted to the Office of Human Resources by 5:00 p.m. on May 17, 2013.

If you participated in the VRWS Program in fiscal year 2013 and do not wish to continue in a reduced work schedule option, but rather plan to return to a regular schedule in fiscal year 2014, you need only to communicate your return to a regular schedule to your department head in writing (email is appropriate). The request you submitted for fiscal year 2013 was for fiscal year 2013 only (June 1, 2012 through and including May 31, 2013).

Interest in and eligibility for this voluntary program does not mean that you will be approved to work a reduced schedule or that you will be approved to work the type of reduced schedule you have requested. University business needs, as well as other institutional considerations, will be taken into consideration in evaluating your request to work a reduced schedule. For example only, employees in positions that the University determines in its sole discretion must be worked on a year-round basis and/or on a full-time

¹ University employees whose employment benefits are not set forth in the Handbooks include faculty, employees in temporary positions and any employees covered by a collective bargaining agreement.

basis each work week will not be approved to work a reduced schedule. All decisions regarding voluntary reductions in work schedules will be made by the appropriate dean or divisional vice president, in consultation with the Vice President for Human Resources and others, as needed, in his or her sole discretion.

All voluntary reductions in work schedules approved by the appropriate dean or divisional vice president and submitted to the Office of Human Resources **by 5:00 p.m. on May 17, 2013** will be effective as of June 3, 2013 and will remain in effect through fiscal year 2014, to be re-evaluated in April, 2014 for fiscal year 2015.

Please understand, however, that the University reserves the right at any time, for any or no reason, and with 30 days prior written notice, to rescind or modify this voluntary reduction in work schedule program, and/or any particular employee's participation in the program.

This program is intended to be voluntary. If a department head (or other supervisor or manager) requires or even encourages you to apply for a voluntary reduction in work schedule, please contact the Office of Human Resources immediately.

Work Schedule Options: Employee work schedules may be reduced as follows:

Reduced Work Week: Employees who apply for and are approved to work a Reduced Work Week will work fewer hours each work week. Full-time employees may have their work weeks reduced from 35 hours/week to 28 hours/week and/or from five days/week to four days/week. The employee's specific work schedule will be subject to the approval of the department head and divisional vice president.

If the university offers a modified summer schedule that includes the option to work 35 hours in a four-day work week during the summer months, employees who are approved for a Reduced Work Week will not be eligible to participate in that program.

Reduced Work Year: Employees who apply for and are approved to work a Reduced Work Year will work fewer months each year. Full-time employees who work a minimum of 35 hours/week and who currently work 12 months each year may opt to reduce their work year from 12 months to 11 months or 10 months. While the one to two months off may be taken all at once, in other cases, the time may be taken in no less than week-long increments throughout the year to ensure that the University's business needs are met. The employee's schedule will be subject to the approval of the department head and divisional vice president.

Compensation:

Nonexempt Employees: Whether working a Reduced Work Week or a Reduced Work Year, nonexempt employees will be paid at their hourly rate of pay for all hours worked in the pay period in which they are worked and at time and one half their regular rate of pay for all hours worked over 40 in a work week.

Exempt Employees:

Exempt employees working a Reduced Work Week will have their weekly base salary reduced commensurate with the reduction in their weekly hours. For example, if an exempt employee who was previously paid a base salary of \$700/week to work at least 35 hours is approved to work a Reduced Work Week of at least 28 hours, that employee's weekly base salary will be reduced by 20 percent, or to \$560/week. An exempt employee will be paid this new weekly base salary regardless of the number of hours worked in any particular work week, subject only to deductions permitted by law. If a Reduced Work Week will cause an exempt employee's weekly base salary to fall below \$455/week, the exempt employee will no longer be eligible for exempt status and will be classified and paid as a nonexempt employee, effective when his/her Reduced Work Week takes effect.

Exempt employees working a Reduced Work Year will have their annual base salary reduced by 1/6 for a 10-month year or 1/12 for an 11-month year. They will continue to be paid their reduced base salary in equal installments over 12 months on a semi-monthly schedule. For example, if an exempt employee who was previously paid an annual base salary of \$60,000 (which is approximately \$1,153.85 per week) is approved to work a 10-month Reduced Work Year, the employee's annual base salary will be reduced to \$50,000, and the employee will be paid the \$50,000 in equal installments (which is approximately \$961.54 per week) on each University pay date over the 12-month year, subject only to deductions permitted by law. Exempt employees are being paid in this manner in recognition of the fact that many exempt employees will continue to perform some minimal work during their months off.

Benefits:

Medical/Dental/Vision Benefits: Available as outlined in the Handbooks for full-time employees.

Short-term Disability/Long-term Disability/Life Insurance/Long-term Care Insurance Benefits: Available as outlined in the Handbooks for full-time employees.

Retirement Benefits: Available as outlined in the Handbooks for full-time employees

Tuition Benefits: Available as outlined in the Handbooks for full-time employees.

Paid Time Off:

Sick Time: In the event of a Reduced Work Week schedule, employees will be eligible for a prorated amount of sick time per year as per the current Sick Time policy in the Handbooks. In the event of a Reduced Work Year schedule, full time employees on a 10-month or 11-month schedule will be eligible for 12 sick days per year. Any sick time that has accumulated in an employee’s bank at the start of a reduced work schedule will carry forward.

Parental Family Care Time: Employees on a Reduced Work Week or Reduced Work Year schedule will continue to be eligible to use up to 30 sick days from their bank in any calendar year for the care of parent, spouse or child as per the current Parental Family Care Policy in the Handbooks.

Vacation Time In the event of Reduced Work Week, employees will be eligible for a prorated amount of vacation, based on their years of service, as outlined in the Vacation Policy in the Handbooks.

In the event of Reduced Work Year, the following vacation eligibility will apply to full time employees on a 10- or 11-month schedule:

Staff Employees*:

<u>Years of Continuous Service</u>	<u>Vacation Eligibility</u>	
	<u>11 Months</u>	<u>10Months</u>
June 1st following your hire date	9 days	8 days
June 1st before/after** your 5th anniversary	14 days	12 days
June 1st before/after** your 10th anniversary	18 days	16 days
June 1st before/after** your 20th anniversary	22 days	20 days

*Based on a 35-hour work week

Administrative & Professional Employees:

<u>Years of Continuous Service</u>	<u>Vacation Eligibility</u>	
	<u>11 Months</u>	<u>10 Months</u>
June 1st following your hire date	14days	12 days
June 1st before/after** your 2nd anniversary	18 days	16 days
June 1st before/after** your 15th anniversary	22 days	20 days

****If your anniversary date falls in the first half of the fiscal year (June 1 - November 30), your additional week of vacation will be added to your bank on the June 1 of the fiscal year in which the anniversary occurs.**

If your anniversary date falls in the second half of the fiscal year (December 1 -May 31), your additional week of vacation will be added to your bank on the June 1 of the fiscal year that follows your anniversary.

Holidays: Employees who elect a Reduced Work Week or Year schedule will be eligible for Holiday Pay as outlined in the Handbooks only if the holiday falls on a day that the employee is regularly scheduled to work and, for nonexempt employees, only for the number of hours that the employee is regularly scheduled to work on that day.

SAINT JOSEPH'S UNIVERSITY
MANDATORY REDUCTION IN WORK SCHEDULE

It may be necessary for the University to require reductions in work week or year schedules to meet revised financial obligations and budget adjustments. The eligibility requirements and other terms, conditions and benefits applicable to such a mandatory reduction in work schedule program are not intended to mirror, and may in fact differ, from those applicable to a voluntary reduction in work schedule. By way of example only and unlike the voluntary reduction in work schedule program, all employees in all positions may be subject to a mandatory reduction of work schedule, without regard to, among other things, position, seniority, hours regularly worked and/or eligibility for and any prior or current application for or participation in the voluntary reduced work schedule program . The positions and employees to be affected by a mandatory reduction of work schedule will be determined based on the operational and business needs of the department and the University. All decisions regarding mandatory reductions of work schedules will be made by the appropriate divisional vice president, in consultation with the Vice President for Human Resources and others, as needed, in his or her sole discretion.