

# Voluntary Reduced Summer Work Hours Policy

## *for Professional Staff*

*Effective July 1, 2009*

This policy is designed to provide eligible members of the College's professional staff the opportunity to voluntarily **reduce** their work hours during the summer months. The objective of this policy is to accommodate the needs of staff members who want additional time off during the summer months, while maintaining excellent service to students, prospective students, and their families, faculty and professional staff, alumni and friends of the College, and other members of the Franklin & Marshall community.

### **Eligibility**

Full-time members of the professional staff, with the exceptions noted below, may voluntarily request a reduction to their typical working hours per this policy. This policy is maintained for the convenience of members of the College's professional staff.

Due to the nature of their work and the need for around-the-clock coverage, Public Safety Officers, Dispatchers, and Public Safety Sergeants are not eligible to reduce their summer work hours per this policy. At the discretion of the appropriate Senior Officer, other members of the professional staff may not be eligible to voluntarily reduce their work hours during the summer months, due to the nature of their positions.

Members of the professional staff working on a part-time basis are generally scheduled to provide office coverage when needed. As such, modifying their work hours per this policy may not be an option. However, part-time members of the professional staff are not specifically precluded from requesting a modification to their work hours per this policy, if service to their customers can be maintained at an entirely satisfactory level.

### **Policy**

A member of the professional staff, upon approval from his/her department manager or chair and Senior Officer, may voluntarily reduce his/her work hours during the summer months as follows:

- Work hours may voluntarily be reduced, with proper approval, **between July 1 and the Friday before classes begin in August, and/or from the Monday following Commencement in May through June 30.** *For example, a professional staff member may elect to work 4 days per week from July 1, 2009, through August 28, 2009, and 4 days per week from May 17, 2010 through June 30, 2010.*

- For “exempt” members of the professional staff (those who do not complete time sheets), the schedule reduction must equal at least one full work week / 5 days. **The days away from work need not be consecutive, but, for exempt staff, total days away from work during the fiscal year must be evenly divisible by 5** (for example, an exempt member of the professional staff may request to reduce his/her work schedule by a total of 5, 10, 15 days, etc.).
- Full-time members of the professional staff must generally continue to work at least 1,560 total hours during the fiscal year to remain eligible for fringe benefits coverage. Any voluntary reduction to work hours that will result in a staff member working less than 1,560 hours per year must be reviewed in advance with the Director, Human Resources.
- Approval of a reduction to normal working hours is contingent upon the professional staff member being able to perform his/her job duties in a thoroughly satisfactory manner. The needs of the department and “customers” (students, prospective students, parents, colleagues, alumni, prospective donors, etc.) must continue to be met. Additionally, a schedule rearrangement may not negatively impact the ability of the professional staff member's colleagues to perform their job duties effectively.
- The professional staff member will be expected to coordinate time away from work to best suit the needs of his/her department and based on workload and job duties.
- Managers / department chairs reserve the right to limit the number of days by which a member of the professional staff may reduce his/her schedule.
- Approval of a staff member’s request to reduce his/her summer work hours is contingent upon the department or office being able to continue to operate without incurring overtime costs or other additional costs.
- The professional staff member must request a summer work hour reduction in a timely manner (prior to June 1), following the process outlined below.
- A reduction to work hours during the summer months should *not* result in the need to work increased hours during other times of the year.

## Salary and Benefits

**Annual Salary**-- For professional staff permitted to reduce their work hours during the summer months, base salary for the entire fiscal year will be reduced proportionally. **The staff member’s reduced salary will be paid in equal installments over each pay period from July 1 through the following June 30** (over 26 bi-weekly pay periods for “non-exempt” professional staff and 12 monthly pay periods for “exempt” professional staff).

*Examples:*

1. A member of the “non-exempt” professional staff is normally scheduled to work 35 hours per week, year round, for a total of 1,820 hours during the fiscal year. Her hourly rate is \$16.00, therefore, her salary is \$29,120 (1,820 hours x \$16.00). Her bi-weekly salary is \$1,120. If this individual is permitted to voluntarily reduce her work hours during the summer months by a total of 120 hours, her new total work hours for the fiscal year will be 1,700. Her new salary for the coming fiscal year will be \$27,200 (1,700 hours x \$16.00/hour). This reduced salary - \$27,200 – will be paid evenly over 26 bi-weekly pay periods from July 1 through the next June 30 - \$1,046 per pay period.
2. The annual salary of an “exempt” member of the professional staff is \$36,400, or the equivalent of \$700 per week (\$36,400/52 weeks). This professional staff member is paid \$3,033 per month. If this professional staff member reduces her work schedule by a total of 15 days during the summer months between July and the following June, she will work the equivalent of 49 weeks instead of 52. This staff member’s new annual salary will be \$34,300 (49 weeks x \$700/week). This reduced salary - \$34,300 – will be paid evenly over 12 months from July 1 through the next June 30 – \$2,858 per month.

*Note: Per federal and state regulations, Human Resources reserves the right to require that a reduced work schedule arrangement be modified to assure a non-exempt member of the professional staff earns at least minimum wage for each work hour during the fiscal year, and an exempt staff member earns at least \$455 during any week in which any work is performed.*

**Fringe Benefits--** Benefits coverage will continue during a voluntary reduction to work hours, providing the full-time staff member continues to work an average of at least 30 hours per week during the year. However, there will be a reduction in benefit levels for those benefits that are calculated based on salary. An eligible professional staff member will receive a College-paid retirement contribution during the fiscal year equal to 12% (15% for those hired on or before 7/1/2006) of the staff member’s *reduced* salary. Life insurance coverage will equal 1.5 times reduced salary, up to a maximum coverage level of \$100,000. Long-term disability coverage will equal 60% of reduced salary.

Health insurance premiums, dental premiums, and other deductions will continue to be deducted from each pay. Full-time members of the professional staff will remain eligible for paid vacation days, paid sick days, and, for non-exempt staff members, paid personal days and Family Illness Days per standard College policies, without regard for the reduced work schedule.

When proper notice of a reduction to summer work hours is provided to the Director, Human Resources by June 1, the professional staff member’s new, reduced salary and applicable benefit values will be communicated via the staff member’s annual “salary letter”.

## Request / Approval Process

1. **A professional staff member who wants to voluntarily reduce his/her work hours as outlined above is to make a written request to his/her manager or department chair prior to June 1.** As noted above, a staff member may reduce his/her work hours effective July 1, 2009.

The professional staff member's written request is to include:

- a) a detailed description of the hours / days the professional staff member will not work during the summer months (i.e., between July 1 and the Friday before classes begin in August, and/or from the Monday following Commencement the next May through June 30), *and*
  - b) an explanation of how the staff member will assure his/her work performance and service to students, colleagues, and other members of the College community will be maintained at a thoroughly satisfactory level.
2. **The manager / department chair will review the request, in consultation with his/her Senior Officer,** and respond based on the guidelines provided through this policy.

Before approving a request for reduced summer hours, the manager / department chair must assure the professional staff member's job performance, departmental effectiveness, and service can be maintained at a thoroughly satisfactory level, and without incurring overtime or other additional costs. As noted above, reduced summer work hours should *not* result in the need for the staff member to work increased hours during the academic year.

3. **The professional staff member's department manager or chair must notify the Director, Human Resources of the reduction in hours no later than by June 1 preceding the fiscal year in which hours will be reduced.** *For example,* if a member of the professional staff will reduce her work hours from July 1 through August 15, 2009, and May 20 and June 30, 2010, the Director, Human Resources must be notified by June 1, 2009 (prior to the 2009 – 2010 fiscal year).
- For non-exempt members of the professional staff (those who complete time sheets), the department manager or chair must inform the Director, Human Resources of the total number of hours by which the staff member's normal annual work schedule will be reduced during the coming fiscal year (between July 1 and the following June 30).

- For exempt members of the professional staff, the department manager or chair must notify the Director, Human Resources of the number of full work weeks by which the staff member's schedule will be reduced during the coming fiscal year. As noted above, for exempt members of the professional staff (those who do not complete time sheets), the schedule reduction must equal at least one full work week / 5 days, and total days away from work during the fiscal year must be evenly divisible by 5.

*Human Resources reserves the right to require that a reduced work schedule arrangement be modified to assure a non-exempt member of the professional staff earns at least minimum wage for each work hour during the fiscal year, and an exempt staff member earns at least \$455 during any week in which any work is performed.*

4. **The professional staff member must contact Human Resources by June 1 to sign an agreement**, which will be provided by Human Resources, acknowledging that he/she is voluntarily reducing work hours and will experience a corresponding reduction in salary and associated benefit levels. Although reducing one's work hours is voluntary, once an agreement is signed, it will be irrevocable during the fiscal year. The professional staff member must then work the hours he/she has requested.

#### **Additional Information**

- Non-exempt members of the professional staff are required to record their *actual* working hours on time sheets each pay period.
- Campus offices are generally expected to remain open and accessible to students, faculty and professional staff, and visitors between the core hours of 9:30 a.m. to 3:30 p.m., Monday through Friday.
- The intent of this policy is to allow members of the professional staff to request reduced work hours during the summer months. A member of the professional staff who needs to modify his/her work hours but does not wish to reduce total work hours should see the Flexible Work Hours Policy at <http://www.fandm.edu/x14489>.
- Following consultation with his/her Senior Officer and the Director, Human Resources, a manager or department chair may require a professional staff member to revert to traditional working hours if the staff member's reduced summer working hours hinder his/her effectiveness, service, or the department's productivity. The professional staff member's salary and associated benefits will be adjusted accordingly.

*This policy may be modified or discontinued as of July 1, 2010, or at any time, at the sole discretion of the College.*