**REDUCED WORKLOAD AGREEMENT**

**ADMINISTRATIVE EMPLOYEES**

**BETWEEN:** Sir Sandford Fleming College

**AND: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**(Employee Name)                                     (Department)**

**FOR THE PERIOD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Maximum period of one year – except as part of retirement transition)**

**(Minimum period of two months)**

This employee has requested his/her total workload hours be reduced and his/her salary be pro-rated accordingly.

After discussion between the employee and the leader/supervisor, the following agreement has been reached:

1.    The following **requested** schedule/timetable for the reduced workload has been agreed to by both parties.

Total Workload Hours:         \_\_\_\_\_\_\_/week

|  |  |
| --- | --- |
| Day of Week Sunday Monday Tuesday Wednesday Thursday Friday Saturday Total Hours  | Hours/Day \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_ As a % of 37.5:\_\_\_\_\_\_\_% |

2.The employee shall receive gross salary for the reduced workload term as follows:

% of Workload Hours   X   Empl.’s Bi-weekly salary

\_\_\_\_\_\_\_\_% X $\_\_\_\_\_\_\_\_\_\_\_\_

3.    The tasks that will not be performed or will be covered in another way, are identified below (i.e. indicate if replacing with contract staff, other full-time administrative staff, diversion of tasks):

4.    During the period of reduced workload, the position and the employee will remain part of the full-time complement at the College. Any reduction of the workload position must follow all provisions in the Terms and Conditions of Employment for Administrative Staff (July 1992).

5.    The College recognizes that it is impossible for an employee to reduce his/her workload without elimination or diverting some tasks which are normally performed as part of his/her regular workload. Discussions between the employee and leader/supervisor must occur regarding the tasks that will not be performed or will be reassigned during the period of reduced workload. The results of these discussions shall be documented by the leader/supervisor on the Reduced Workload Form.

6.    If during the period of the reduced workload agreement, an employee is requested by his/her leader/supervisor to work hours above those agreed to in the Reduced Workload Agreement, compensation will be calculated and paid based on a daily rate and pro-rated where necessary.

7.    Agreement must be reached between the employee, Human Resources and his/her leader/supervisor, regarding salary implications and the exact start and end date of any reduced workload arrangement. Particular consideration must be given to periods such as the seasonal holiday break in December, etc. If the seasonal break in December falls within the reduced workload term, such days will be paid at the reduced workload rate.

8.    Employees are entitled to statutory holidays that occur within the reduced workload term.  For statutory holidays that occur on a regularly scheduled work day for the employee, such days shall be compensated at the reduced workload rate and the employee shall be entitled to the day off with pay.  For statutory holidays that occur when the employee is not regularly scheduled to work, the employee is entitled to a day in lieu at the reduced workload rate which shall be scheduled by the College at a time satisfactory to the employee and acceptable to the College.

9.    The employee on Reduced Workload **will accumulate full pensionable service**. Contributions to the pension plan will be based on deemed salary (i.e. the salary the employee would have earned if working a full load) and employee/employer contributions will remain the same.

10.    The employee will maintain full benefits through Sun Life for those which he/she had coverage for at the commencement of the Reduced Workload term. The College and the employee shall pay his/her regular proportionate share of such premiums.

11.    Vacation will continue to accrue throughout the reduced workload period, but on a pro-rated basis. This means that employees on reduced workload will **NOT** accumulate their full vacation entitlement. The accrual of vacation (formula provided on Reduced Workload Agreement form) and the utilization of vacation credits are part of the Reduced Workload agreement. Two choices are available:

a)    Employee takes full vacation entitlement at a reduced salary rate;
b)    Employee takes only those pro-rated vacation days accrued, paid at 100% salary level, with the remainder of the vacation period treated as unpaid leave.

We have calculated the vacation that will accrue in the reduced workload period as follows:

                    A.    Normal Vac. Entitlement: \_\_\_\_\_\_
                    B.    % Reduced Workload: \_\_\_\_\_\_
                    C.    # of Months – July 1 – June 30 @ 100% Workload: \_\_\_\_\_\_
                    D.    # of Months – July 1 – June 30 @ Reduced Workload: \_\_\_\_\_\_

**Calculation:**

(A x B x D/12) + (A x C/12)

= \_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_ days

Vacation days accrued will be utilized in the following manner:

* + Employee will be taking vacation from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ and salary will be averaged over such period.
	+ Employee will be taking vacation from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ and will be on unpaid leave from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_. (Note: if this option selected, employee must complete Leave of Absence form to address benefit and pension issues).

12.    Sick day credits will accrue on a pro-rated basis, based on the workload reduction formula. Sick days utilized during the reduced workload period will be recorded on a pro-rated basis.

13.    Days of absence (days where there is no obligation to fulfill job responsibilities), as part of the reduced workload reduction, shall be identified and tracked on the employee’s attendance record. Vacation accrual shall be established and tracked on the employee’s attendance record.

14.    Scheduled range movement and access to re-earnable incentive, as established in the Salary and Performance Compensation Program for Administrative staff shall be unaffected by this Reduced Workload Agreement.

15.    This agreement may not be altered except with the approval of both parties. When change is made, the Reduced Workload Agreement must be altered to reflect the understanding of both parties, and signed/initialled where appropriate. Such changes must go to all those listed below.

16.    The employee named has read and understood the College’s [Conflict of Interest Policy, #4-404](http://fleming0.flemingc.on.ca/ff/projects/4-404.htm), and agrees to adhere to its terms and conditions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date                                                 Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date                                                 Leader/Supervisor Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date                                                  Human Resources Consultant

c.c.: Employee, Leader/Supervisor, HR file, OCASA Representative, Payroll