

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

9.14 REDUCED RESPONSIBILITY

Classification: Personnel -
Robarts Clinical Trials - Eligible
Staff

Effective Date: 01JUL08

Supersedes: (New)

POLICY

- 1.00 Should a staff member wish to be considered for a Reduced Responsibility appointment (i.e., a change in the regular full-time nature of the appointment), he/she will initiate discussion with the supervisor directly.
 - 1.01 The normal work schedule may be reduced either in hours or days per week (e.g., 3 days a week) or in months per year (e.g., 9 months a year).
- 2.00 Each written application will be evaluated independently and approval by supervisor will, in every instance, be subject to the operating needs of the unit.
 - 2.01 Details of the reduced responsibility change of status will be confirmed in writing and will be signed by the staff member, the supervisor and the Associate Vice-President (Human Resources), or designate. A copy of the signed letter of agreement reflecting the change of status will be forwarded to the Payroll/Records Section of the Department of Human Resources.
- 3.00 Salary, benefits coverage, vacation, and sick leave will be adjusted on a pro rata basis to reflect the change in appointment status. Salary increases will also be applied on a pro rata basis.
 - 3.01 Subject to the approval of Revenue Canada, participants age 55 or over will be provided the option of continuing their benefits' coverage at their current salary.
 - 3.02 Regardless of the nature of the altered work schedule, salary will continue to be paid on a monthly basis over twelve full months.
- 4.00 Within the initial two-year period and with 30 days' notice, return to full-time status will be automatic at the request of the member of staff. If the staff member agrees, this right may be waived. Conversely, the University will inform the member of staff 30 days prior to any change in the contract period.
- 5.00 Application of the provisions of this policy is subject in every case to the requirements of the unit concerned and the University.