

Voluntary Reduction in Work Schedule (VRWS)

Program Overview

What is the Voluntary Reduction in Work Schedule program?

The Voluntary Reduction in Work Schedule (VRWS) program will permit current staff members to request a documented, permanent reduction in working hours and corresponding pay. The voluntary reduction must be a minimum of 3.75 hours a week. There is no maximum reduction required.

Such reduction may occur either during a specific period of time (example: summer sessions or between fall and spring semesters) or as part of a work week (examples: reducing one work day or hours during a work day).

Who is Eligible?

All current exempt and non-exempt staff members in a base funded position.

How do I Apply?

Submit a completed VRWS application. The application must be signed by the employee and approved by the appropriate department chair or department head of the administrative unit. The approval to participate in the program will be based on the evaluation of workload in the employee's department and the schedule throughout the year. Some departments may not be able to participate as they maintain full operations year round. The decision to approve a VRWS will be made by the management of the respective department in concert with their chain of command and Human Resources.

How will I be affected by a voluntary reduction in work schedule program?

- Pay
Pay will be reduced based to reflect the amount of time reduction. Paychecks will continue to be deposited based on current payment method.
- Benefits eligibility:
 - *Medical and Vision* benefits remain the same until hours worked drop below 20 hours a week, then an employee is ineligible for benefits.

- *Dental* benefits remain the same as long as employees work full time at least 9 months in a calendar year. Employees who work less than that may elect to pay for dental at 100% of the cost.
- *Life Insurance, Dependent Life Insurance, Long Term Disability and Short Term Disability* benefits will remain the same as long as employees work full time at least 9 months of the calendar year. Employees who work less than that will not be eligible for these benefits.
- *Retirement/KERS Contributions* to the appropriate retirement system or alternative retirement plan will be made based on actual earnings. Such contributions will be reduced in proportion to time worked and actual reduced earnings. Service credit for the fiscal year may be affected. Employees that drop below 24 hours in a work week (or below the average of 100 hours per month) will be ineligible for retirement benefits.
- *KERS Service Credit* will be calculated based on new time worked. An employee working who does not work a minimum of 100 hours in a month will not receive KERS service credit for that month.
- *NKU Service Credit* will not be impacted. It will continue to accrue at a full time employee rate.
- *Tuition Waiver* will follow current policy. For all eligible part-time staff, up to three (3) credit hours per semester/entire summer session are provided along with associated mandatory class fees. Spouses and/or dependent(s) of eligible, part-time staff may receive three credit hours per semester/entire summer session along with associated mandatory class fees for undergraduate classes only.
- Sick Leave/Vacation

To be eligible for Vacation & Sick accruals employees must work at least 20 hours a week.

Sick leave and vacation accruals will accrue at the new FTE rate times the accrual rate of the same employee category and years of service.

- Holidays

To be eligible for holiday pay, employees must work at least 20 hours a week.

Holidays will be paid at the FTE percentage. (Ex: Employee with a .6 FTE will be paid for 4.5 hours for that day)

Holidays are paid even if the holiday is a day the employee is NOT normally scheduled to work.

Individuals on a reduced work schedule when a holiday occurs must be in active pay status the day before and after the day in which the holiday falls in order to be paid for the holiday.

- University Emergency Closings

Any emergency closing affects only those individuals who are actively at work or scheduled to work that day. An individual on a VRWS who is not scheduled the day an emergency closing occurs will not be compensated for any part of that day.

Supervisor Considerations

This is not a flex-time policy where the number of work hours can change. These are permanent reductions that will create permanent salary savings to support a balanced budget for the university.

Consideration must be given to all individuals requesting to use this program. The final decision is left to the supervisor and the chain of command for that department to meet Department, College and University needs.

A request for a stipend or reclassification will **not** be approved because of work schedule reductions. Departments should not approve overtime pay for non-exempt staff to compensate for voluntary reduced work hours.

Approval Process

1. The employee completes the voluntary reduction in work schedule (VRWS) application and submits it to his/her supervisor _____.
2. The supervisor in conjunction with the Dean or Department Head reviews the plan, makes a recommendation for approval or disapproval and forwards the application to the appropriate Vice President and Human Resources Attn: Rachel Green.
3. Once Human Resources receives an application approved through the appropriate Dean or Department Head the application will be reviewed for eligibility and accuracy. A meeting will then be scheduled with the employee. During this meeting complete review of impact on pay and benefits will be conducted with the employee prior to final approval.
4. Reduced work schedules will start no earlier than _____.