



### **Voluntary Reduction in Hours for Summer 2017**

President Nichols has approved a voluntary program for the summer of 2017, in which summer hours for certain full-time employees can be reduced to no less than 32 hours per week (with pay for the number of hours worked).

- Participation in the program must be voluntary on the part of the employee
- Approval is discretionary with the employee's supervisor and must also be approved by the appropriate Vice President
- The business needs of the department must be met in spite of the reduced hours
- The reduction in hours must be for full months only
- Any reduction is limited to the months of June, July and August
- The individual departments are responsible for completing the Job Data Change Forms (JDCF). A separate JDCF is required for each employee for each fiscal year. (As an example, an employee who elects a reduction for both June & July would require 2 JDCF's, since the reduction in hours is in different fiscal years)
- The voluntary reduction in hours program may be revoked at any time if needed to meet the business needs of the department
- Individual departments may retain any savings from the reduced hours

#### **Resources**

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#### **Contact Information**

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