



Voluntary Reduction in Summer Hours

President Nichols has approved the continuation of the voluntary reduction in hours for the summer of 2018. All full-time employees are eligible to participate in a voluntary reduction of summer hours from 40 to 32 hours per week, with a corresponding reduction in pay. The reduced schedule of working hours for the summer must be approved by the supervisor.

To process this request:

1. A supervisor must submit a Job Data Change form. On the form, please show the reduced number of hours, the start date, and end date. Any reduction in hours must be for full months only. This is available until summer hours are over and the regular university schedule begins.
2. A note from the employee requesting the reduction attached to the form.
3. The form must be reviewed and approved by the Appointing Authority.
4. The form will then be sent to HR to initiate processing.
5. Payroll will recalculate the adjusted pay.

If the position is critical to university operations the request may be denied. The reduction of hours is applicable to the entirety of the summer schedule in calendar year 2018. If you have any questions please contact HR or Payroll.

Resources

-

Contact Information

Human Resources
Department 3422
1000 East University Avenue
Laramie, WY 82071-3226

Room 139, Wyoming Hall
Phone: (307) 766-2377
Fax: (307) 766-5607