

Eastern Michigan University
Human Resources
INTER-OFFICE CORRESPONDENCE

TO: Senior Administrators **Date:** May 10, 2006

FROM: Craig Reidsma, Director
Compensation, Employment and HRIS Programs

SUBJECT: Reductions to Appointment; Exempt PT Staff

While not a frequent occurrence, it is necessary on occasion to implement changes in staffing that result in the need to reduce the normal workweek hours for staff. This may sometimes be a “voluntary reduction” mutually agreed to by the employee and supervisor or may be an “involuntary reduction” determined to be necessary by the supervisor for reasons of business necessity but without mutual agreement of the employee. Since this was not specifically covered under the current PT contract a discussion with UAW Local 1976 has occurred and the process clarified.

Since PT employees classified as FLSA exempt (refer to official classification specification) are paid on a salary basis there is a need to involve the union because of the associated prorata reduction in salary while retaining EMU’s right to reduce the scheduled hours of an employee due to business necessity . As such, it was subsequently agreed to use existing contract provisions to handle the two general categories of situations that occasionally occur.

Voluntary Reductions

Exempt PT Employees who voluntarily or with full agreement are imposed a reduction to their annualized full time equivalent (FTE) appointment (for example: employee request or mutual consent) will be placed on an “Intermittent” Personal Leave of Absence for the portion of time no longer being worked, for the duration of the appointment reduction to be extended every three months in accordance with Article 23 of the collective bargaining agreement.

The employee must complete a Personal Leave of Absence form and be signed by the Supervisor to indicate agreement on the reduced work schedule and prorata salary reduction. The Union will be notified of the action by Human Resources upon approval.

Involuntary Reductions

If a department recognizes a need to reduce the annualized FTE appointment of an exempt PT position without the agreement or consent needed to implement a voluntary reduction, the department must eliminate the 100% position and take the steps necessary to re-create a less than 100% position in its place. The incumbent employee would then avail his/her right to exercise seniority pursuant to Article 14. A step notifying the Union is already established in the “elimination” process.

The supervisor must contact their designated Human Resources Consultant who will assist with coordinating the process to initiate a position control action (PCA) change and subsequent employee placement procedure.

Positions posted or re-established through the involuntary reduction process at less than a 100% FTE appointment schedule (i.e., academic year only or 100% academic year; 50% spring/summer, etc.) and filled with that understanding by the employee are not considered to fall under this procedure unless the original annualized FTE appointment and salary is planned to be reduced.

The process to reduce the appointment of a FLSA non-exempt classified position or to increase the normal annualized FTE appointment schedule of either an exempt or non-exempt position on either a temporary or on-going basis would remain unchanged from past practice. The Supervisor must contact their designated Human Resources Consultant who will assist with coordinating the process to provide reasonable notice to the employee and the union. A PAF document indicating the associated prorata reduction or increase in salary would be initiated and normal pay voucher record practices followed to ensure pay for actual hours worked each period. A position control action (PCA) form may also be necessary if the change is to be on-going.

If you have any comments or questions, please feel free to contact your assigned Human Resources Consultant or me at 487-2275.

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