



Minot State University

Section 3.35

Voluntary Work-Schedule Reduction [FAQ's](#)

Eligibility

1. Regular, non-instructional employees, exempt or non-exempt, are eligible to apply for reduced work-schedule hours. Approval of a reduction in work-schedule hours is at the discretion of department management and administration. Regular employees with a full-time equivalent (FTE) of greater than 0.75 may request a temporary reduced work schedule to no less than 0.50. Reductions in an employee's regular work-schedule must be for a period of at least 1 month. Duties for positions approved for voluntary reductions in hours are not eligible to be covered by paying other regular or temporary employees from University funds.

Process

2. Applications to request reduced work-schedule hours must be submitted using the [Voluntary Work-Schedule Reduction Form](#) located in the Human Resources Forms Library. The form must be approved by the employee's supervisor and the division vice president. The supervisor is responsible for communicating the approval/modification/non-approval to the employee and then submitting the signed form to the Human Resources Office. **Once an employee has received approval, they may begin their reduced hours immediately.**
 - An employee who is approved for a reduced work schedule remains a regular employee.
 - A reduced schedule cannot be used in a manner that results in accumulated days for future use.
 - Employees who are classified as non-exempt under the Fair Labor Standards Act must be paid for all actual hours worked.
 - The employee's pay rate will be reduced on a pro-rated percentage based on the FTE reduction.
 - Vacation, Sick and Holiday Pay accrue on a pro-rated percentage relative to the FTE reduction.
 - At the end of the agreed-upon leave, or work-schedule reduction, the Payroll Department will bring the employee back to the original status, FTE and pay rate.
 - Because the reduced work-hours assignments are temporary accommodations, the attributes of the position, including the budget and contract will not change.
 - Salary budget savings will not be eligible for other departmental use and departmental budgets cannot be used for extra regular or temporary pay to perform the position duties during the voluntary reduction of hours.
 - A reduced work schedule cannot be used in any way to accumulate time to be used later.

FAQs

1. Who is eligible?

All regular, non-instructional employees with an assignment of 0.75 FTE (full-time equivalent) or greater and in good standing within their departments are eligible to participate in the Reduced Work-Schedule Program subject to supervisor approval.

2. Why can't I reduce my schedule hours to less than 0.5 FTE?

A reduction in hours below 0.5 FTE would change an employee's status so as not to be eligible for benefits.

3. If multiple people from one department make a request for reduced work-schedule hours, how is it decided who is approved?

The decision is at the discretion of the immediate supervisor, Dean or Vice President. The decision may be based upon criteria such as workload, performance, the unique duties of each position, and possibly length of service and time in position.

4. How long can I participate in the program?

Employees may request to participate in the reduced work-schedule program for any length of time beyond 1 month.

5. Can I change my mind after I've completed the enrollment form and obtained approvals?

Once the form has been completed and approvals have been obtained, the agreement must be maintained for a minimum of 1 month.

6. How much will my salary be reduced?

Employees will be paid at the same salary and pay will be reduced on a pro-rated basis based on the change in FTE.

7. How will my benefits be affected?

Your benefits deductions will continue being deducted at your normal rate.

8. How will my retirement contribution be affected?

Your retirement contributions will be made in accordance with the amount of your new pay (as a result of the number of hours worked).

9. Will the reduced hours or unpaid leave affect my vacation and sick leave accruals.

Yes. Your accruals will be calculated on a prorated basis.