

POLICY 6.8 – Reduced Responsibility

Policy Category: Personnel
Subject: Reduced Responsibility
Approving Authority: Board of Governors

Effective Date: July 1, 2013

Revised: December 1, 1998, September 28, 2000, June 20, 2013

PURPOSE

This policy outlines reduced responsibility arrangements available for PMA Eligible staff members at the University of Calgary in accordance with all applicable federal and provincial legislation including, but not limited to, the Income Tax Act (Canada).

DEFINITIONS

Reduced Responsibility: A temporary reduction to a staff member's work schedule to no less than 25 hours per week for a maximum of 24 months with the option for renewal.

POLICY

Implementation and Approval

A reduced responsibility arrangement will be evaluated independently subject to the operational and budgeting needs of the unit.

Salary and Benefits

When a staff member enters a reduced responsibility arrangement, salary, life insurance, pension contributions, vacation and sick leave will be adjusted on a pro-rata basis to reflect the change in employment status. Any salary increases during the period of a reduced responsibility arrangement will be first calculated on the staff member's full base salary and then reduced in accordance with the arrangement.

