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E-3i(32)      PROCEDURE      [Benefits for Eligible Employees: Temporary Reduction in a Faculty Employee's Length of Contract](#)

5. Not affect the computation of a salary increase for the faculty employee. The faculty employee's base salary and not their temporary reduced contract length salary shall be used in computing any salary increase, which may become effective while the faculty employee is on temporary reduced contract length.

A faculty employee may apply for a temporary reduction in contract length more than once. If an application is made for consecutive twelve-month periods or repeated applications are made, consideration should be given to whether or not the FTE of the position can be reduced. If the FTE of the position is reduced, a workload request would be required to restore the position to its former FTE level.

Repeated requests for a temporary reduction in contract length may be approved for reasons such as medical reasons, when it is mutually beneficial to both the employee and the College, etc.

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Adopted Date: 07/01/2001