

### **E-3i(31) PROCEDURE Benefits for Eligible Employees: Temporary Reduction in a Faculty Employee's Length of Contract**

- d. All parties recognize that even if a plan is developed the request may not be approved. A request may be refused for reasons such as:
- i. granting the request would adversely affect the educational process
  - ii. the request is the second or more in a series of requests that would create an ongoing reduction in the FTE of the position.

5. Forwards the written request, plan, and supervisor's approval to the Dean, if the Dean is not the immediate supervisor, and the Vice President for Instruction for approval. The Dean, if appropriate, and the Vice President for Instruction must approve or disapprove the request and the plan in writing.

6. Has the Vice President for Instruction forward the request, plan, and appropriate approvals to the President for his or her approval. If the President approves, the request will be forwarded for approval by the Southeast Community College Board of Governors. The faculty employee should allow sufficient time to develop the plan and obtain the necessary approvals so that the request, plan, and appropriate approvals reach the President at least 45 calendar days prior to the time the temporary reduction in contract length is to begin.

The temporary reduction in contract length shall:

1. Be for at least 5% but not more than 25% of the faculty employee's contract length. In no case shall the temporary reduction in contract length reduce the faculty employee's full-time equivalency factor below three-fourths (3/4) in any given fiscal year.
2. Be for at least one, but not more than twelve months in duration.
3. Result in a reduction in salary proportionate to the temporary reduction in contract length.
4. Not affect the faculty employee's benefits except as necessary due to the reduction in salary and full-time equivalency factor.

Adopted Date: 07/01/2001