



COLLEGE POLICY

PERSONNEL

TOC

E-3i(30) PROCEDURE Benefits for Eligible Employees: Temporary Reduction in a Faculty Employee's Length of Contract

Temporary Reduction in a Faculty Employee's Length of Contract

The intent of this policy is to provide a procedure where a faculty employee may request a temporary reduction in the length of their contract. Normally, this policy would be used for one-time type reasons such as a personal problem, a family problem, a medical problem, a requirement to attend college full-time to complete a degree, etc. This policy is not intended to be automatic with the filing of a request and the development of a plan. This policy is not intended to be used repeatedly by an employee to create an ongoing reduction in the FTE of their position.

Upon the recommendation of the Vice President for Instruction and the President and approval of the Southeast Community College Board of Governors, a temporary reduction in contract length may be granted a faculty employee who:

1. Has at least two consecutive years of service with the College working three-fourths (0.75 FTE) time or more.
2. Agrees to remain responsible for seeing that his or her work assignment continues to be performed satisfactorily.
3. Develops a written request for a temporary reduction in contract length which includes:
 - a. The beginning and ending dates
 - b. The reason or justification for the request
4. Meets with his or her supervisor to review the request and to develop a written plan which details how the faculty employee's work assignment will be accomplished during the temporary reduction in contract length. The request and plan must be approved or disapproved, in writing, by the supervisor.
 - a. All parties will make good faith effort to develop a plan.
 - b. The plan may include the need to hire a part-time replacement.
 - c. All parties recognize that in some circumstances it may be impossible to develop a plan.

Adopted Date: 07/01/2001