

E-3i(24) PROCEDURE Benefits for Eligible Employees: Temporary Voluntary Reduced Time, Survivor Benefits

6. Has the Administrative Representative 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 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 voluntary reduction in work time is to begin.

The temporary voluntary reduction in work time shall:

1. Be for at least 5% but not more than 25% of the employee's scheduled work time. In no case shall the temporary voluntary reduction in work time reduce the employee's full-time equivalency factor below three-fourths (3/4) time in any given fiscal year. Be for at least one but not more than twelve months in duration.
2. Result in a reduction to salary proportionate to the temporary voluntary reduction in work time.
3. Not affect the employee's benefits except as necessary due to the reduction in salary and full-time equivalency factor.
4. Not affect the computation of a salary increase for the employee. The employee's base salary and not their reduced time salary shall be used in computing any salary increase, which may become effective while the employee is on temporary voluntary reduced time.

An employee may apply for a temporary voluntary reduction in work time 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 voluntary reduction in work time may be approved when it is mutually beneficial to both the employee and the College.

Survivor Benefits

When a College employee dies, the College will pay the employee's beneficiary or estate the amount of the employee's earned salary up to and including the day of his/her death, and will assist with applicable benefit considerations.

The Human Resources Office will assist survivors with all appropriate survivor benefit information.

Adopted Date: 07/01/2001; Revised 08/20/2013