



UNIVERSITY OF MANITOBA POLICY

Policy:	REDUCED APPOINTMENTS
Effective Date:	January 27, 2009
Revised Date:	
Review Date:	January 27, 2019
Approving Body:	Board of Governors
Authority:	<u>University of Manitoba Act</u> Section # 16 (1) b
Responsible Executive Officer:	President
Delegate:	Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	Employees: (See list)

This Policy applies to the following employee groups excluded from bargaining units as identified in Procedure: Employee Organizations and Employment Groups:

- a) Academic and Support Staff Excluded from Bargaining Units as Members of the Board;
- b) The Executive Staff;
- c) Senior Administrative Academic Staff;
- d) Administrative Academic Staff;
- e) Geographic Full-time Staff;
- f) Research Academic Staff;
- g) Other Academic Staff;
- h) Excluded Management, Administrative and Professional Staff;
- i) Medical Practitioners and Administrators; and
- j) Out of Province Support Staff;

Part I Reason for Policy

To support the gradual transition of long service employees from full-time appointments to reduced appointments as a transition to retirement. A second purpose is to provide

opportunities for staff to reduce their full-time commitments to the University and provide more flexible employment arrangements for limited periods of time.

Part II Policy Statement

The University of Manitoba provides long serving full-time employees who are members of the University of Manitoba Pension Plan with an opportunity to take a limited-time reduction from full-time workload to a part-time workload while maintaining full-time pension contributions and most benefit plan coverage. The intent of the reduction is to provide:

- a) a method of transitioning to retirement;
 - b) flexible employment arrangements for a limited time; and
 - c) potential cost reductions for the Employer.
- 2.1 The maximum reduction in workload from full-time service shall be 50%. The maximum duration of a pre-retirement reduced appointment shall be for five (5) years following which the staff member shall retire. A staff member, in accepting a reduced appointment, shall also sign an agreement to retire no later than the last date of the reduced appointment.
- 2.2 The maximum duration of a mid career reduced appointment shall be two (2) years following which the staff member shall return to full-time status.
- 2.3 The total number of years an employee may be on a reduced appointment during his/her employment at the University shall be five (5) years.
- 2.4 An application for a reduced appointment shall be submitted through the Department Head and the Dean, Director or Head of Administrative Unit to the Executive Director of Human Resources. The application shall be accompanied by the recommendations of the applicant's Department Head and the Dean, Director or Head of Administrative Unit.
- 2.5 If the Executive Director of Human Resources approves the application a reduced appointment may be granted. The decision on the granting of a reduced appointment shall be based on the positive recommendation from the Department Head, Dean/Director or Head of Administrative Unit, the appropriateness of the reduced hours of work and the financial requirements of the Department/Faculty and the University. The details of the agreement shall be confirmed in writing by the Executive Director of Human Resources. The granting of a reduced appointment is at the discretion of the Dean, Director or Head of Administrative Unit.

**Part III
Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

**Part IV
Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

**Part V
Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is January 27, 2019.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
 - a) comply with the revised Policy; or
 - b) are in turn rescinded.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy supersedes:
 - a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
 - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
 - c) Policy: Reduced Appointments (dated January 30, 2007).

Part VII
Cross References

Procedures: Reduced Appointments