

## CHANGE IN PROFESSIONAL OBLIGATION POLICY

### Purpose:

To provide employees with a more flexible work schedule which may better suit the needs of the employee and the College.

### Eligibility:

All full-time professional employees (including M/C's) and librarians having a calendar year obligation.

### Terms and Conditions:

1. The change in obligation, for instance 12-month to 10-month, must coincide with a period in which the demand for the employee's services is lowest and the employee is not essential to the operational needs of the work unit.
2. Employees interested in a permanent reduction in work obligation may request it at any time during the year, however, the salary reduction must be effective at least six months prior to the time that the employee will not be in obligation.
3. Employees approved for a change in professional obligation will have no obligation to the College during the specified period, subject to the following:
  - a. even though the obligation will be other than a calendar year, employees will be paid on a calendar year basis based on a percentage of the calendar year obligation annual salary (for instance, 10/12<sup>th</sup>s of the current calendar year salary);
  - b. they will not charge accruals during the specified period for which they have no obligation;
  - c. they will earn full accrual rates during their period of obligation, and no accruals will be earned during the specific period for which they have no obligation;
4. Employees approved under the change of obligation who are enrolled in health insurance will continue to participate at no additional premium cost.
5. Employees must understand that the reduction in obligation will result in reduced retirement contributions being remitted to TIAA-CREF. There will be no change in full service credit for employees in ERS or TRS.

### Process:

Request for a change in obligation should be discussed with and endorsed by the immediate supervisor and up through the appropriate Vice President. Once approved, the Office of Human Resources will facilitate the change.