

OWENS COMMUNITY COLLEGE  
PROCEDURES

**Temporary Reduced Work Schedule Procedures**

**PROCEDURES AND GUIDELINES:**

(A) Introduction.

The College recognizes that there may be times when it may be necessary to implement temporary reduced work schedule procedures and guidelines. The purpose of a temporary reduced work schedule is to serve as an alternative to layoff that preserves the employment of college staff in anticipation of the resumption of normal business. These reduced work schedule procedures apply to both on-campus work as well as remote work arrangements during times of extraordinary situations such as a pandemic, institutional financial hardship, emergency or exigency that disrupts instructional or business operations and requires immediate action. In the case of staff covered by collective bargaining agreements, the applicable terms of such agreement will apply for purposes of a reduced work schedule.

The College shall determine which positions may be subject to a temporary reduced work schedule based upon lack of funds, lack of work, or reasons of economy that may result in the abolishment of positions due to reorganization for efficient operation.

If a reduced work schedule per the procedures contained herein cannot be achieved, as determined by the College, a layoff may result, as described in Board Policy 3358:11-5-10, Reduction in Force.

(B) Approval.

- (1) The supervisor or employee may propose a temporary reduced work schedule for a particular position by submitting a request in writing to Human Resources and providing supporting information and justification. Human Resources may prescribe a form for this purpose. The documentation must state the reasons for the reduced work schedule.
- (2) The number of hours to be worked should be specified in the reduced work schedule and include specific details about which job duties will continue to be performed, as well as those duties which will not be performed during the duration of the temporary period.
- (3) A reduced work schedule will not be approved for fewer than 20 hours per week.
- (4) A unit or department may not implement a reduced work schedule for an employee until approval is obtained from Human Resources and the division vice president.

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(C) Pay.

Employee pay for a reduced work schedule will be made on a pro-rata basis. In other words, pay will be reduced by the same percentage as the employee's work schedule. The hours not worked will not be paid.

Each reduced work schedule approval shall contain the following information:

- (1) Number of hours to be worked;
- (2) The effective date of the reduced work schedule;
- (3) The specific job duties that will be performed, as well as the job duties that will not be performed.

(D) Benefits.

Employees on a reduced work schedule will continue to receive full benefits for the duration of the work schedule reduction. Any employee share of benefits and retirement costs will continue to be paid by the employee.

(E) Leave time.

A staff member on a reduced work schedule shall continue to accrue sick and vacation leave.

- (1) The normal procedures for the approval and use of leave time will apply to an employee on a reduced work schedule.
- (2) A staff member who requires the use of leave time to fulfill the hours of the reduced work schedule shall be permitted to do so, provided they do not go below 20 hours of actual hours worked per week.
- (3) For reference: 3358:11-5-55 Leave Program Policy and Procedures.  
<https://www.owens.edu/trustees/policies/>
- (4) If an employee on a reduced work schedule exceeds the maximum allotted hours of their leave balances, then their position may be subject to the provisions of 3358:11-5-10 Reduction in Force Policy, or for a limited time, they may be allowed to use leave without pay, which shall be determined by the supervisor and the division vice president.

(F) Evaluation/Termination of Reduced Work Schedule.

It is the staff member's responsibility to keep in close contact with their supervisor about the number of hours worked and the job duties that are being performed during a reduced work schedule. Each reduced work schedule arrangement shall be evaluated by the supervisor on a regular basis, with updates provided to the division vice president.

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A reduced work schedule can be terminated for the following reasons:

- (1) The supervisor determines that the reduced work schedule is no longer required and the employee should return to a full work schedule.
- (2) The supervisor and the division vice president determine that the reduced work schedule is no longer required or needs to be reduced below 20 hours, in which case the provisions of Board Policy 3358:11-5-10 Reduction in Force apply.

Effective Date            4-6-2020