

To: State University of New York at Fredonia Employees Represented by CSEA-ASU

From: Michael Daley, Director of Human Resources

Subject: Voluntary Reduction in Work Schedule

Date: June 24, 2014

Fredonia is pleased to offer the Voluntary Reduction in Work Schedule (“VRWS”) program. Consistent with Appendix XII of the *Agreement* between NYS and CSEA Administrative Services (“ASU”) and *subject to department operating needs*, this program is available to Fredonia CSEA-ASU employees, subject to the following eligibility criteria:

- The applicant must be a full-time, annual-salary-paid Fredonia employee with at least one year of continuous service in a title represented by the ASU (such as Keyboard Specialist 1, Clerk 1, Secretary 2).

Approved participants will work their customary full-time schedule for a period anticipated to run ten consecutive months (such as, August 2014 through June 2015), during which time they will receive a reduction in their annual base salary *plus VRWS credits*. The VRWS credits will be saved during the designated ten-month period and subsequently used to maintain an employee in paid status for the period of absence from campus (such as July through August 2015), thereby allowing the employee to continue health, dental, and vision coverage.

Interested applicants are required to discuss their interest in participating in VRWS with their immediate supervisors. If it is determined that the VRWS is of mutual benefit, applicants shall complete a VRWS request form (*copy attached*) and route for approval. Participation in VRWS requires the written approval of the employee’s immediate supervisor and applicable Chair, Dean/Director, Divisional Vice President, Human Resources, and the President. *Final approval to participate in the VRWS is at the sole discretion of the President.*

An application approved for VRWS shall cease one year from the effective date detailed in the VRWS Agreement, at which time, the parties shall review any possible extension and document any recommendations for continuing the Agreement.

Employees and supervisors seeking additional information regarding the VRWS may, with supervisory approval, attend one of the following Open Sessions at which time additional information will be shared:

- June 26, 2014, 2:30-3:30 p.m., Fenton 105
- July 9, 2014, 10:00-11:00 a.m., Fenton 105

You are also welcome to call Human Resources at x-3434 with any questions about the VRWS program.

cc: Cabinet
John Baughman, Local President, CSEA
Supervisors of CSEA-ASU Employees



2014-2015 Voluntary Reduction in Work Schedule ("VRWS") Application Form

To: _____ (VRWS Applicant's Immediate Supervisor)
From: _____ (Employee)
Date: _____
Subject: **Notice of application to participate in 2014-2015 VRWS**

I hereby petition to participate in the 2014-2015 Fredonia VRWS. I understand that if my request is approved, I will start my VRWS as indicated below. I further understand that my VRWS application, if approved, ends on the date specified below.

VRWS period of leave options (select one):

VRWS period of leave may be between the period 6/15/15 - 8/15/15 or some other period as may be mutually agreed upon based on the operating needs of the university.

6/15/15 - 8/14/15 (10 month - 84% FTE)

7/15/15 - 8/14/15 (11 month - 92% FTE)

Other _____

Employee Name:	_____	_____
	Signature	Date
Immediate Supervisor:	_____	_____
	Signature	Date
Chair:	_____	_____
	Signature	Date
Dean/Director:	_____	_____
	Signature	Date
Vice President:	_____	_____
	Signature	Date
Human Resources:	_____	_____
	Signature	Date
President:	_____	_____
	Signature	Date