

Reduced Responsibilities

Policy

This policy is designed to provide individuals with the opportunity to pursue interests which may not be directly related to their responsibilities to the University. It also provides the department and the University with some degree of flexibility in utilizing its financial and human resources.

Any member of the general staff who currently holds a full-time appointment and who has a minimum of one-year continuous full-time service at the University may be granted or requested to take an appointment with reduced responsibilities. Appointments involving reduced responsibilities are normally for a fixed period of time.

There are two forms of reduced responsibilities - those involving a reduced number of hours in a given timeframe (e.g., 4 days per week instead of 5 days per week) and those involving a reduced level of responsibility (e.g., grade 5 position instead of grade 8 position). Within these, there are several types of reduced responsibilities, each being applicable in different circumstances and each with potentially different impacts on benefit entitlements (see Benefit Plans). Reduced periods of responsibility include: reduction in hours of work/reduction in days worked and job sharin

Job Sharing

Job sharing involves the division of one full-time position into two and may consist of any combination of arrangements, but generally not less than 40% on the one part. Job sharing arrangements should normally be considered for specified periods of time. In this type of arrangement, duties of one of the parts may result in a change in the level of responsibility which, in turn, may alter the evaluation of the job. Examples of normal types of arrangements are as follows:

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