

California State University, Long Beach

POLICY STATEMENT

November 4, 1983

Number: 83-08
(Revised)

File: Reduced Worktime
Program

SUBJECT: IMPLEMENTATION OF REDUCED WORKTIME PROGRAM

THE POLICY FOR IMPLEMENTATION OF THE REDUCED WORKTIME PROGRAM, FSA 82-12, FOR ACADEMIC EMPLOYEES AT CALIFORNIA STATE UNIVERSITY, LONG BEACH SHALL BE AS FOLLOWS:

I. Consultation concerning the full impact of participation in the Reduced Worktime Program and of alternatives available to academic employees

An academic employee considering participation in the Reduced Worktime Program (RWP) shall consult with the department chair (or program director), the dean/director of the school and the Associate Vice President for Employee Relations. The consultation shall attempt to make the employee fully aware of the impact of RWP participation as well as alternatives (such as Leave Without Pay) available to the employee other than RWP.

The Associate Vice President for Employee Relations shall make the final decision regarding an academic employee's written request to participate in the RWP. The written request shall be routed through the appropriate department chair and dean to the Associate Vice President for Employee Relations, and shall be accompanied by memoranda (with a copy to the employee) from the chair and dean stating that the employee has been counseled on alternatives to the RWP.

II. Implementation or consultative requirements for participation in the Reduced Worktime Program

- A. The employee shall make a written request to participate in the RWP and shall consult in person with the chair (program director). Within ten campus working days and

following the consultation, the chair shall forward both the request and a written recommendation to the school dean for acceptance or non-acceptance of the employee request for the RWP. The department chair (or program director) shall provide a copy of this recommendation to the employee.

- B. The school dean shall also consult with the employee to make sure the employee understands the full implications of participation in the RWP. Within ten campus working days following the consultation, the dean shall forward both the request and a written recommendation to the Associate Vice President for Employee Relations (or designee) for acceptance or non-acceptance of the employee's request for the RWP. The school dean shall provide a copy of this recommendation to the employee.
- C. The Associate Vice President for Employee Relations (or designee) shall also consult with the employee to advise the employee of the implications of the RWP before making the final decision on the employee's request to participate in the RWP. This decision shall be forwarded to the employee in writing, within 15 campus working days of the date of the dean's recommendation.
- D. An academic employee may withdraw his or her request, in writing, to participate in the RWP at any time prior to the eleventh campus working day after the employee has received the written decision of the Associate Vice President for Employee Relations.
- E. THE EMPLOYEE SHALL HAVE THE RIGHT TO / A / GRIEVANCE PROCEDURE / TO / THE / ESTABLISHED EMPLOYEE / GRIEVANCE PROCEDURES / IF / HE / OR / SHE / HAS / A / WORKING / RECORD / AGAINST / HIS / OR / HER / WORK / IF / HE / OR / SHE / HAS / BEEN / UNFAIRLY / TREATED / THE / RIGHT / TO / PARTICIPATE / IN / THE / RWP / AFTER / 15 / WORKING / DAYS / AFTER / RECEIVING / A / WRITTEN / DECISION / FROM / THE / ASSOCIATE / VICE / PRESIDENT / FOR / EMPLOYEE / RELATIONS /

(Modified in conformance with Unit 3 Memorandum of Understanding in August 1983.)

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