



## Staff Voluntary FTE Reduction Proposal Form

Please complete this form to indicate your interest in a Staff Voluntary FTE Reduction within your current position and to propose a reduced schedule. Upon submission of this form, the proposal will be reviewed by Human Resources, your department head/chair, and your division's Vice President/Interim Provost. If your proposal is approved, you will be notified by Human Resources in writing. For Frequently Asked Questions about the Staff Voluntary FTE Reduction, visit <https://www.pugetsound.edu/2023-voluntary-staff-fte-reduction>.

### Items to consider when submitting this proposal:

- FTE reductions are voluntary.
- FTE reductions could be adjustments to your weekly schedule ("schedule-based") or to the total months worked per year ("annual basis").
- Proposed schedule changes should not result in an FTE less than 0.5 (half-time year-round, or full-time for six months per year).
- FTE reductions will be permanent. Once the position changes have been made, increases to FTE may only be reinstated through the annual Budget Task Force or a similar budgeting process, or repurposing of existing divisional FTE/budget.
- Fundamental changes in schedule or job responsibilities may require a review of the base pay rate.
- Any existing telework agreement will be reviewed based on the new FTE and work schedule. Telework arrangements may be adjusted or discontinued as part of the position change.
- If your current position is now considered exempt from the provisions of the Fair Labor Standards Act, any drop in FTE below 1.0 FTE will result in changing your position to non-exempt paid hourly for timekeeping purposes. Vacation accrual will remain at the exempt level rate, prorated based on actual hours worked.
- FTE reductions below 0.75 FTE will result in loss of eligibility for education benefits and long-term disability benefits.
- Depending on the schedule change, eligibility for holiday/bonus day pay may be impacted.

### Staff Member Information

Name:	
Job Title:	
Department:	
Current FTE:	

Supervisor Name:	
------------------	--

**Proposed Schedule: please describe your proposed schedule in terms of the hours per week, days of the week, and/or months per year you would be working:**

**Proposed FTE (if known—HR will calculate and confirm):**

**Proposed Effective Date of Change (if other than July 1, 2023):**

**Please describe how your current job responsibilities will need to be adjusted to meet this reduced schedule. For example, what job responsibilities would need to be modified, eliminated, outsourced, or reassigned? Please be specific with any suggestions you may have.**

**Have you discussed your interest in a reduced FTE with your direct supervisor or department head/chair? (this is for informational purposes only and is not required before submitting an application—proposed schedule adjustments will be discussed with department heads/chairs and the division Vice President/Interim Provost after review by Human Resources)**

- Yes
- No

### **Voluntary FTE Reduction Agreement**

I understand that, if approved, this is a voluntary FTE reduction.

I understand that this voluntary FTE reduction is a permanent change and is an arrangement that will be mutually agreed upon between the University of Puget Sound and me, as indicated by my division Vice President's/Interim Provost's approval, in consultation with my department head and Human Resources.

I understand that a voluntary reduction in FTE may not fall below 0.5 FTE, and that fundamental changes to my schedule may require a base pay analysis of my current pay. Base pay will be adjusted to align with the new FTE.

I understand that if my current position is currently classified as exempt from the overtime provisions of the Fair Labor Standards Act or Washington State Department of Labor regulations, my classification will move to hourly, non-exempt. I understand that in this situation, I will continue to accrue vacation at the exempt level rate, prorated based on my actual hours worked.

I understand that depending on schedule changes, my eligibility for holiday/bonus day pay may be impacted. Reductions in hours per week will reduce the number of paid hours for each holiday/bonus day. Elimination of work months may reduce the number of overall holiday/bonus days for which I am eligible.

I understand that a voluntary reduction in FTE below 0.75 FTE will result in a loss of eligibility for education benefits and long-term disability benefits.

I understand that a voluntary reduction in FTE may disqualify me from unemployment eligibility if I seek unemployment benefits for the difference between my pay prior to the FTE reduction and new pay.

Upon signing this request for a voluntary reduction in FTE, it will be submitted to Human Resources, where it will be reviewed in consultation with the division's Vice President/Interim Provost as well as the department head/chair.

I understand that submission of this voluntary request is not a guarantee of approval. I acknowledge that my request will be carefully considered to ensure that the business needs of the department and university may continue to be met.

If my request is approved, I will be notified in writing. These changes will be effective July 1, 2023, unless otherwise agreed upon in writing by me and the university.

---

Staff Member's Signature

Printed Name

Date

---

Contact Human Resources at [hr@pugetsound.edu](mailto:hr@pugetsound.edu) or 253.879.3116 with any questions.

Submit completed forms to Human Resources by **April 7, 2023**, using one of the following options:

- In-person: Howarth Hall 016, open 8 a.m. to noon and 1 p.m. to 4 p.m.
- Via email: [hr@pugetsound.edu](mailto:hr@pugetsound.edu), with subject line: Voluntary FTE Reduction Proposal
- Via campus mail: Human Resources, CMB #1064
- Via postal mail:  
Human Resources  
University of Puget Sound  
1500 N. Warner St., #1064  
Tacoma, WA 98416-1064