

Article 25: Reduced-Time Appointments

- 25.01 A "reduced-time appointment" is defined as one in which a full-time member of the bargaining unit, at her or his request, carries a reduction of duties and responsibilities, pursuant to the remainder of this Article. Such reduced-time appointments shall be either for a fixed duration, on a permanent basis, or, in the case of librarian members only, for short duration. Reduced-time appointments to prolong a parental leave shall be governed by Article 35, and compassionate reduced-time appointments, where a member is the primary caregiver for a family member, shall be governed by Article 33.
- 25.02 Tenured and ETA members may apply for a reduced-time appointment of a fixed duration. The reduced-time appointment may be for up to two (2) years, except as specified in Article 42. Normally, reduced-time appointments will begin on June 1 or January 1 of any year. Members may be granted such a reduced-time appointment no more than three (3) times during their career at Concordia.
- 25.03
- a) Tenured and ETA members may apply for a reduced-time appointment of permanent duration. A member granted a reduced-time appointment of permanent duration may return to full-time service within the first two (2) years following the effective starting date of the member's reduced-time appointment provided the member gives six (6) months prior notice to the Vice-President of the intention to do so. In such cases the reduced-time appointment shall end on December 31 or August 31.
 - b) A member who has been granted a reduced-time appointment under Article 25.03 a) and who has returned to full-time service is eligible for one (1) further reduced-time appointment under Article 25.02, provided the member had not previously been granted a reduced-time appointment under Article 25.02. The member continues to be eligible for reduced-time appointments under Articles 33, 35 and 42, but is not eligible for a second reduced-time appointment under Article 25.03 a).
- 25.04 Librarian members may apply for a reduced-time appointment of short duration no longer than three (3) months in the summer period. Such reduced-time appointments shall not be limited in number.
- 25.05 An application for a reduced-time appointment shall be made in writing to the Dean, with a copy to the Association, by October 1 for reduced-time appointments beginning June 1 and by May 1 for reduced-time appointments beginning January 1.
- 25.06 Normally the reduction in time will not exceed one half (1/2) of the member's full-time service.
- 25.07 The Dean shall consult with the member's academic unit head/Assistant Director or appropriate administrator for librarian positions located outside the Library and then make a recommendation to the Vice-President. In developing the recommendation, the

Dean will be guided by the reasons stated for the proposed reduction in duties, and the academic and staffing requirements of the unit.

- 25.08 The letter regarding the reduced-time appointment shall be sent by the Vice-President and shall state clearly the nominal salary, the assigned duties and responsibilities, the actual salary, the effective date of the reduced-time appointment, and any other terms and conditions. The Employer may deny the request for a transfer from full-time to reduced-time status based on the same considerations as those guiding the recommendation of the Dean, as specified in Article 25.07. Should the reduced-time appointment be denied, the letter shall state the reason(s) for denial.

The letter shall be sent by December 31 for reduced-time appointments beginning June 1 and by September 30 for reduced-time appointments beginning January 1, with a copy to the Association.

- 25.09 Upon receipt of the offer of the reduced-time appointment, the member shall have twenty (20) days to indicate in writing to the Vice-President acceptance of the reduced-time appointment and all of its terms and conditions as specified in the Vice-President's letter.
- 25.10 No reduced-time appointment shall take effect until and unless the appointee indicates in writing to the Vice-President acceptance of the appointment and all its terms and conditions as specified in the Vice-President's letter.
- 25.11 A member who accepts a reduced-time appointment shall have the same access to all University facilities as if employed on a full-time basis; and where the member has accepted a reduced workload in order to devote additional time to research, the Employer shall not unreasonably deny increased access to University research facilities.
- 25.12 A member granted a reduced-time appointment shall continue to be a member of the bargaining unit and shall be covered by the Collective Agreement.
- 25.13 A member granted a reduced-time appointment shall have a nominal salary computed as if the member were continuing on full-time status. All relevant salary adjustments shall be applied to this nominal salary. The actual salary to be paid to the member shall be pro-rated from the nominal salary in direct relation to the approved reduced duties for the reduced-time appointment.
- 25.14 A member granted a reduced-time appointment who is a participant in the Employer benefit plans shall continue to participate in the plans. The Employer's contributions shall be based on the nominal salary. Coverage in the University pension plan, the life insurance plan, and the long term disability plan shall be based on the nominal salary of the member. Should the member be a contributing member of the pension plan, the member's contributions shall be based on the member's nominal salary. *
- 25.15 For the purpose of computing credited service in pension calculations, a member on reduced-time appointment shall receive credit as if employed on a full-time basis.

25.16 Time spent on reduced-time appointment(s) shall be pro-rated for the purpose of counting service for sabbatical leave.

Payments to a member on salaried leave while on reduced-time appointment shall be reduced from the normal leave salary by the same percentage as the member's actual salary is reduced from the nominal salary.

25.17 Special Reduced-time Arrangement (See Article 42).

* This is subject to the approval of the Canada Revenue Agency, the Ministère du Revenu du Québec, and the Employer's insurers.