Temporary Duquesne University Policy
Voluntary Work Schedule Reduction Program

Scope

This policy is in response to the Coronavirus emergency, and applies to all full-time administrative/professional and clerical support employees. It does not apply to bargaining unit employees or faculty. The policy will be in effect from May 18, 2020 through August 9, 2020.

Purpose

The purpose of this policy is to provide eligible employees with the opportunity to voluntarily reduce the number of days or hours they work, with corresponding reduction in pay, during the period of time set forth above. The goal is to provide additional flexibility to employees who would prefer to have additional time to attend to personal and/or family matters, particularly in this time of a declared health emergency.

Application and Approval Process

To apply, eligible employees should first consult with their supervisor, and must complete a Voluntary Work Schedule Reduction Application form. Requested work schedule reductions must be in increments of 10% of the regular, full-time schedule (3.5 hour increments for 35-hour workweek, 4.0 hour increments for 40-hour workweek). The application must be approved by the immediate supervisor, Dean/Director/Department Head, and Divisional Vice President. Approval decisions will be based on the area’s workload and the job requirements of the applicant.

Management Considerations

This is not a flex-time policy where hours are shifted, and paid time off balances (vacation/sick/personal) may not be used to compensate for voluntary reduced schedules. Management must consider all requests to use the program, and individuals should not be permitted to reduce schedules to the point that other employees are not permitted to participate, or where requests to take vacation time are difficult to approve.

No supplemental payments or reclassifications will be approved because of voluntary work schedule reductions. Departments may not approve overtime pay or use student employees to compensate for voluntary work schedule reductions.

Compensation and Benefits

Compensation

For exempt, administrative/professional staff, salaries will be reduced by the percentage reduction in work schedule. Work schedules may not be reduced below a percentage that would result in a salary equal to the FLSA exempt salary threshold of $35,568 per year.

Non-exempt, clerical support staff will continue to earn the same hourly rate for all hours worked. The hours not worked as a result of the reduced work schedule must be entered on time sheets as “342 Voluntary Leave.”

Exempt, administrative/professional employees must enter hours not worked as a result of the reduced work schedule as “372 Voluntary Leave.”
Benefits

- Retirement Contributions. Employee contributions and the University’s matching contribution to the retirement plan are based on actual earnings, and will be reduced if salary/wages are reduced. Other than the mandatory employee contribution, employees may change their voluntary contribution amount at any time – see https://www.duq.edu/work-at-du/benefits/retirement
- DUFlex. Employees voluntarily reducing their work schedules will continue to be eligible for all DUFlex benefits, including medical, prescription, dental, vision and life insurance. Employee contributions required for these benefits will remain the same.
- Tuition Remission. Employees will remain fully eligible for tuition remission benefits if otherwise eligible pursuant to University policy.
- Vacation and Sick Leave. Employees will remain eligible to use vacation (including DUFlex days), sick and personal time for the hours that they are scheduled to work, and accrual of vacation and sick time will not be affected by the reduced work schedule. Any vacation, sick or personal time paid while on a reduced work schedule will be paid at the rate of the reduced salary for exempt employees, and the scheduled hours of the applicable day(s) for non-exempt employees.
- Holidays. Employees on reduced work schedules must be scheduled to work the day on which the holiday occurs, and otherwise meet the requirements of University policy in order to be paid for the day.

Miscellaneous

The reduced schedule can be discontinued by either the department or the employee at the end of any payroll period during the term of this policy by providing at least one week’s notice to the Office of Human Resources at hrservices@duq.edu.

While working on a voluntary reduced work schedule under this policy, employees shall continue to be considered full-time employees for the purposes of University policy, including TAP No. 3.

Employees with a voluntary reduced work schedule must agree to the revised work schedule in advance, and must maintain the same schedule for the duration of the reduced work schedule arrangement.

Ownership of Policy

Office of Human Resources