

PART 8: REDUCED APPOINTMENTS

The University of British Columbia and the Faculty Association of the University of British Columbia have agreed on the following conditions for reduced appointments. The purpose of Part 8: *Reduced Appointments* is to describe the conditions for reduced appointments.

Article 1. Interpretation

- 1.01 Wherever in Part 8: *Reduced Appointments* the titles Vice President Academic and Dean are used, the reference shall include the Deputy Vice Chancellor, the University Librarian, and the Executive Director of Extended Learning where the context so requires.

Article 2: Appointment Terms and Process

2.01 Appointment Terms

Where it is agreeable to both the University and the individual, a reduced appointment may be offered or requested, on either a continuing basis or for an agreed term to a member of the bargaining unit who holds a tenured, confirmed or continuing appointment. The duration and nature of the reduced commitment, once made, may not be changed without the agreement of both the member and the University. While members on reduced appointments do not have prior claim on or right of expectation to any other full- or part-time position at the University beyond the current appointment, they have the same rights to apply for other positions as anyone else.

2.02 Approval Process

- a) The member and the Head discuss a reduction in responsibilities and if they agree, the Head makes a recommendation to the Dean with a copy to the member. The recommendation contains the reasons for the reduced appointment, the precise allocation of duties that would be performed, the time in which the duties would be performed, the percentage of full-time to be worked, the appropriate reporting mechanisms, and the term of the reduced appointment.
- b) The Dean forwards the recommendation to the Vice President Academic, so long as each is in agreement with it. If any of the administrators listed disagree with the recommendation, written notification that the recommendation was declined is provided to the Faculty Association, Head and member. The Head and

member are also provided with written reasons.

- c) The President, if they agree with the recommendation, forwards the recommendation to the Board of Governors for approval. The decision to grant or refuse a reduced appointment lies with the University.
- d) If approved by the Board of Governors, the member and the Faculty Association are notified and the detailed recommendation is placed in the member's personnel file.

2.03 Types of Reduced Appointments

Types of arrangements for reduced appointments range from full workload for part of the year in combination with no assigned duties in the balance, to partial workload for all or part of the year. In no case is the reduced appointment to fall below 50% of full-time, calculated as a percentage of annual full-time employment.

2.04 Rank at Return to Full-time

If a transfer back to full-time employment is agreed, the rank held at the time of the transfer back to full-time will be unchanged.

Article 3: Pro-rated Salary and Salary Adjustments

3.01 Pro-rated Salary

A member on a reduced appointment is assigned a "base salary rate", computed as if the member were continuing on full-time status. The "actual salary" to be paid the member shall be pro-rated from the base salary rate in direct relation to the approved reduction in duties for the reduced appointment. This pro-ration, based upon agreed responsibilities and time commitments is subject to approval by the Vice President Academic.

3.02 Salary Adjustments

All relevant salary adjustments shall be applied to the base salary rate. When considered for salary adjustments, a member on a reduced appointment is assessed on their actual assignments.

Article 4. Benefits

4.01 Members on reduced appointments are entitled to continue to participate in the following benefit plans:

- UBC Faculty Pension Plan: Contributions by the individual and UBC are based on actual salary paid. However, if the reduced appointment starts after the 55 birthday of a member

who has at least 15 years of full-time service at UBC, both the University and the member will continue to pay contributions to the Pension Plan based on the “base salary rate”.

- Long Term Disability Benefit: Premiums and benefits are based on actual salary paid.
- Group Life Insurance: Contributions and benefits are based on actual salary paid.
- Optional Group Life Insurance, Spousal Insurance and Accidental Death/Dismemberment Insurance: There is no reduction in contributions.
- MSP, Extended Health, Dental Plans and Employee and Family Assistance Program: The same contributions/deductions made/taken as for full-time members.
- Sick Leave: Salary received during sick leave is based on actual salary received prior to the sick leave commencing.
- Canada Pension, Employment Insurance, Workers’ Compensation: These benefits are available according to the applicable government regulations.
- Member and Dependent Tuition Waiver: Available.

Article 5. Promotion

5.01 For the purpose of assessment for promotion, the criteria are the same as for full-time appointments, but take into account the nature of the reduced appointment.

Article 6: Faculty Association Representation and Information

6.01 Faculty Association Representation

Members on reduced appointments under this Agreement are represented by the Faculty Association.

6.02 Information for the University and the Faculty Association

The University will provide a report annually on members holding appointments under this Agreement. The report will include name, department, percentage part-time, term-date of the reduced appointment if applicable, and other information as may be agreed by the Parties.

Article 7. Applicability of Agreement and Policies

7.01 Except as modified by Part 8 of this Agreement, a member on a

reduced appointment has all the rights and the duties in the Agreement and UBC policies as amended.

Article 8: Termination and Amendments

8.01 Termination of Part 8: *Reduced Appointments*

This Agreement may be terminated by either party, provided one year's written notice is given to the other party. If this Agreement is terminated, that termination will have no effect on members holding appointments under this Agreement; those appointments will continue to be governed as if this Agreement were in effect.

8.02 Amendments to Part 8: *Reduced Appointments*

Amendments to this Part may be made by agreement of the Parties at any time.