

Complete Policy Title:  
**Faculty Reduced Workload Policy –  
Phase-in to Retirement**

Policy Number (if applicable):  
**SPS C6**

Approved by:  
**Senate  
Board of Governors**

Date of Most Recent Approval:  
**June 6, 2012  
July 5, 2012 (effective July 1, 2012)**

Date of Original Approval(s):

Supersedes/Amends Policy dated:  
**October 25, 2001 (SPS 23)**

Responsible Executive:  
**Provost and Vice-President (Academic)**

Enquiries:  
[University Secretariat](#)

***DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

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### **1. Intent of Policy**

The intent of this policy is to allow faculty members to reduce their workload by as much as 50% **as a phase-in to retirement**. See SPS C5 for reduced workload not related to retirement.

### **2. Eligibility**

All tenure-stream and teaching-stream faculty members are eligible. For special-stream faculty, the regulations of the external funding agency need to be taken into account in determining eligibility.

### **3. Participation**

- (i) Reduced workload normally will be instituted at the faculty member's request, and any faculty member intending to exercise this option normally will give at least one full year's notice in writing to his/her Department Chair.
- (ii) Such requests will be discussed fully with the Department Chair, and all requests require approval by the Faculty Appointments Committee.
- (iii) The standard form of reduced workload will be an equal proportionate reduction in teaching, research (scholarly activity), and service, as defined for the individual faculty member. Any non-standard form of proportional reduction must be specifically requested in writing by the faculty member, authorized by the Provost, in consultation with the Dean.

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- (iv) Faculty who move to a reduced workload may be required to obtain co-supervisors for any graduate students for whom they serve as primary supervisors at the time they enter into a reduced workload arrangement; they will not be able to accept new graduate students for primary supervision while on reduced workload without permission from their Chair and the Dean of Graduate Studies; in those cases, a co-supervisor may be required to be named.
  - (v) The maximum duration of a period of reduced workload normally will be three years, although under exceptional circumstances an extension may be authorized by the Provost, in consultation with the Dean.
  - (vi) Once an agreement has been reached, a return to full-time duties normally will not be granted.
  - (vii) In the case of a faculty member who has had a prior reduction in workload, he/she may apply for subsequent reduced workload provided that the cumulative time on reduced workload and all other leaves of absence or other qualifying periods for purposes of prescribed compensation are in compliance with the *Income Tax Act*. Consult Human Resources for detailed information.

#### **4. Salary**

The annual salary of the member on a reduced workload will be adjusted proportionally from the full-time base salary. Salary payments will continue to be made in accord with the regular McMaster payroll schedule throughout the year. The equivalent full-time base salary will be reviewed each year in accordance with the University salary CP/M policy, with performance expectations pro-rated (meeting pro-rated expectations would normally result in a CP/M score of 1 point).

#### **5. McMaster Contributory Pension Plan**

- (i) The faculty member's contributions to the McMaster Contributory Pension Plan will be calculated on the basis of equivalent full-time salary then pro-rated according to the reduced workload.
- (ii) A year of reduced workload will be counted as one full year for pension purposes.
- (iii) The rules and guidelines regarding participation are the same as those governing participation of full-time employees, as those rules and guidelines may change from time to time.

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## 6. Benefits

- (i) Coverage for extended health and dental benefits will extend throughout the period of reduced workload. Benefits and contributions will be paid at the same rate as for full-time employees.
- (ii) Coverage for group life will continue throughout the period of reduced workload. Benefits and contributions will be paid at the same rate as for full-time employees.
- (iii) Coverage for salary continuance and long term disability will extend throughout the period of reduced workload. Benefits and contributions will be based on the reduced annual base salary.