

Complete Policy Title:
Faculty Reduced Workload Policy

Policy Number (if applicable):
SPS 23

Approved by:
Board of Governors

Date of Most Recent Approval:
October 25, 2001

Date of Original Approval(s):

Supersedes/Amends Policy dated:

Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

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1. INTENT OF POLICY

The intent of this policy is to allow faculty members to reduce their workload as much as 50%.

2. ELIGIBILITY

All faculty members who:

- i. have ten or more years of continuous full-time service, or equivalent, with the University; or
- ii. are age 60 or older; or
- iii. are faculty members of any age on a regular appointment are eligible.

3. PARTICIPATION

- i. The standard form of reduced workload shall be an equal, proportionate reduction in teaching, scholarly activity, and University "citizenship". This shall be optional for any eligible faculty member. A person intending to exercise this option shall normally give one full year's notice in writing to his/her departmental chair or Faculty dean.
- ii. An eligible faculty member may propose any other form of proportional reduction. Such proposals will be discussed fully with the departmental chair, the Faculty dean, the Vice-President (Academic), and the President, and

require authorization by the Vice-President (Academic).

- iii. Faculty who meet the eligibility requirements described above and who are already on a reduced workload prior to the implementation date of this policy will receive full retroactive pension credits for the period of reduced workload subsequent to their becoming eligible.
- iv. The resumption of full-time duties by a faculty member who is on a reduced workload will only be by mutual agreement between the individual and the University.

4. McMASTER CONTRIBUTORY PENSION PLAN

- i. The annual salary of the member on a reduced workload will be adjusted proportionally from the full-time salary. The equivalent full-time salary will be reviewed each year in accordance with the University salary policy. Salary payments will be made in twelve equal monthly installments throughout the year.
- ii. The faculty member's contributions to the McMaster Contributory Pension Plan will be calculated on the basis of equivalent full-time salary then prorated according to the reduced workload. The University will contribute the balance.
- iii. A year of reduced workload will be counted as one full year for pension and benefit purposes.
- iv. The guidelines regarding participation are the same as those governing participation of full-time employees.

5. SALARY CONTINUANCE, LONG TERM DISABILITY, GROUP LIFE, AND SURVIVOR INCOME BENEFIT

- i. Coverage will extend throughout the year.
- ii. Benefits and contributions will be based on the faculty member's equivalent full-time salary.

6. HEALTH INSURANCE (OHIP, MAJOR MEDICAL, ETC.)

- i. Coverage will extend throughout the year.
- ii. Contributions will not be pro-rated and will be made on the same basis as for full-time employees and must be paid over the full calendar year.