HR Notification

Memo To: Professional, Administrative, & Technical Staff (PAT)
From: Caryn Ines, Interim Director of Human Resources
Date: February 26, 2015
Subject: Options for Voluntary Position Percent Time Reductions

Dear Professional, Administrative, & Technical Staff,

In an effort to balance employees’ need for flexibility in their work schedules with the business needs of PSU, the President and cabinet are offering a voluntary option to permanently reduce the percent time of PAT positions.

Reductions in percent time would be available to a minimum of 75% time.

The following examples show you some of the options available for consideration:

<table>
<thead>
<tr>
<th>Appointment % Time</th>
<th>Days in FY Appointment</th>
<th>Days Required to Reduce FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>261</td>
<td>0</td>
</tr>
<tr>
<td>90</td>
<td>235</td>
<td>26</td>
</tr>
<tr>
<td>82</td>
<td>214</td>
<td>47</td>
</tr>
<tr>
<td>75</td>
<td>196</td>
<td>65</td>
</tr>
</tbody>
</table>

Important Benefit Information for Consideration:

- Vacation and sick time for reduced percent time positions accrue based on the reduced percentage of full time.
- The life insurance, long-term disability insurance and retirement contributions for reduced percent time positions both, employee and employer, are based on the new reduced annualized salary.
- The tuition waiver benefit for the employee remains unchanged. For dependents, the tuition waiver benefit is equal to 1/2 of the employee’s reduced percent time.
- The medical and dental benefits remain the same.

Not all PAT staff positions will be appropriate for percent time reductions.

The election period for the voluntary reduction in percent time will be now through Friday, April 6, 2015. Please contact Karen Schaffner at ext. 5-2983 or kjschaffner@plymouth.edu to schedule an appointment if you have questions and are interested in exploring the possibility of a permanent, voluntary percent time reduction in your position. Your supervisor and the appropriate division Principal Administrator will be involved in approving all percent time reductions. Any approval of percent time reductions will be effective on July 1, 2015.