



SIMON FRASER UNIVERSITY
Policies and Procedures

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A

Modification of Appointments from Full-Time to Part-Time

2. General Policy Statement

2.01 The University will consider and may approve the application for a Modification of Appointment from a Full-time Employee appointed to a Continuing Position only where the Modification of Appointment will lead to a financial saving to the University.

2.02 A Modification of Appointment approved by the University under 2.01 only applies to the modified Continuing Position of the Full-time Employee. Accordingly, if the Full-time Employee subsequently successfully applies for another position, the Full-time Employee's appointment to that other position will not be subject to the Modification of Appointment.

2.03 If the University elects to increase the hours of the Modification of Appointment, the incumbent will be offered the position at the increased hours level. See also Policy AD 10.5 Position Share. If the offer is not accepted, the provisions of Policy AD 10.18 Elimination of Positions will apply.

3. Entitlement

3.01 An Employee whose position is the subject of a Modification of Appointment will retain his/her continuing status while working in a Modification of Appointment.

3.02 Vacation Entitlement will be pro-rated based upon the number of hours worked in a bi-weekly period while working in a Modification of Appointment, and a full year's entitlement of service will be accrued for an Employee while working in a Modification of Appointment.

3.03 The Actual Salary of an Employee whose position is the subject of a Modification of Appointment will be determined by reducing the Nominal Salary in proportion to the time worked. Salary Step Progression will occur according to the salary administration policy and will be based on the Nominal Salary.

3.04 At the commencement of the Modification of Appointment, pension benefits will be determined as follows:

- a. for an Employee less than fifty-five (55) years of age or having less than ten (10) years service -- pension benefits will be based on Actual Salary.
- b.

3.09 Maternity leave reimbursements will be based on the Actual Salary at the time the leave begins.

3.10 Actual Salary will be used to calculate government sponsored benefits such as WCB, EI, and CPP.

4. Procedures

4.01 An Employee requesting a Modification of Appointment should submit an application in writing to the supervisor at least two (2) months before the date on which the Modification of Appointment would take effect. The application must include a proposed schedule of work.

4.02 The supervisor will meet with the Employee to discuss the written application and consider the impact the Modification of Appointment will have on the services provided by the position and the department. The supervisor will forward the Employee's written application together with his/her recommendation to the Dean or Director.

4.03 The Dean or Director will make the final decision and notify the Employee, the supervisor and the Executive Director, Human Resources.

4.04 An Employee on a Modification of Appointment who wishes to have the position reinstated to a full-time appointment should provide a written application as outlined in Section 4.01 -- 4.03 above.