



SIMON FRASER UNIVERSITY
Policies and Procedures

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B

Modification of Appointments from Full-time to Part-time

(Applies to administrative and professional staff only.)

2. General Policy

The University may consider applications from employees for reduced time appointments where it will lead to a financial saving to the University.

The modification of an appointment will apply only to the position currently held by the applicant. The employee may apply for other full or part-time positions and, if successful, will be appointed under the normal policies.

Should the University wish to reinstate the modified position to a full-time appointment, the incumbent will be offered the position on a full-time basis. If the offer is not accepted, the provisions of AD 9-18 (Occupational Continuity) will apply.

Should the employee wish to have the position reinstated to a full-time appointment, a written application may be made following the procedure set out in the Procedure section of this policy. The University's decision will be final.

3. Definitions

3.01 Continuing Employee - an employee with an appointment with no end date.

3.02 Full-time Employee - a continuing or a temporary employee appointed to work seventy (70) hours bi-weekly on a regular basis.

3.03 Modification of Appointment - reducing the time worked during the year by up to 50%.

3.04 Nominal Salary - the salary an employee would have received if he/she had retained his/her full-time appointment.

3.05 Actual Salary - the salary received by an employee whose appointment has been modified.

4. Entitlement

