

## Change in Full Time Equivalent (FTE) Status Request Form

Calvin staff may, with supervisor approval, reduce their amount worked (FTE). The reduction in time worked will typically come in positions that have a noticeable downtime, usually in the summer, and the change in schedule will be agreed upon by the supervisor and the staff member. The expectation with this program is that a reduction will be an ongoing change in appointment, not just for one year.

Any change in duties or responsibilities resulting from the change in appointment should be reflected with an updated position description. The employment conditions of the appointment remain the same. A reduction in FTE will reduce pay and paid time off. Benefits based on annual salary (retirement contributions, life insurance, and long term disability) will also be adjusted. Any requests to reduce FTE below 80% will result in pro-rated premium shares for health and dental insurance.

Should an employee wish to change FTE, completed forms are due to Human Resources by August 25, 2010. These changes will be reflected in a new appointment letter from Human Resources and will be effective September 1, 2010.

I, \_\_\_\_\_, have read and understand the above expectations relating to the reduction in FTE request.

I would like to reduce my FTE to (circle one):

10 months (83.3% FTE)      11 months (91.7% FTE)      another FTE: \_\_\_\_\_% (specify)

\_\_\_\_\_  
Staff member's signature      Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor's signature      Date \_\_\_\_\_

\_\_\_\_\_  
Vice President's signature      Date \_\_\_\_\_

\_\_\_\_\_  
Human Resources signature      Date \_\_\_\_\_