

## A11. Change in Percent of Time/Voluntary Decrease in Time (Temporary or Permanent)

**Personnel Action:** Change in Percent of Appointment  
Voluntary Reduction in Time      **Personnel Action Code:** 16

**Policy Summary:** An employee may voluntarily request to increase or reduce the percentage of his/her appointment. The duration of a voluntary increase or reduction in time may be temporary or permanent.

An increase in the percentage of an appointment for career or limited positions is approved by the Unit Head/Designee responsible for decentralized funding.

In addition, limited positions will be reduced in percentage of appointment, normally as a result of lack of funds, lack of work, unit reorganization, and/or staffing needs.

Involuntary reductions in time to career positions, including reductions in percent of appointment, unit reorganization, staffing needs, or a change to partial-year appointment, may constitute a layoff action. Refer to the [Layoff/Involuntary Reduction in Time procedure](#).

**Related Policies,  
Contract Articles  
& References:**

- A. Personnel Policies for Staff Members (PPSM) – employees not covered by a collective bargaining agreement
- PPSM 60 - [Layoff and Reduction in time from PSS positions](#)
  - PPSM 61 - [Release during probationary period or from limited, casual/restricted appointments](#)
- B. [Contract Articles](#) – Employees covered by a collective bargaining agreement

**Authority:**

The unit head/designee is delegated the authority to approve a:

- Voluntary change in percent of appointment
- Change in the percentage of appointment of limited positions
- Increase in the percentage of appointment for career positions on a temporary basis

A permanent increase in time for a career position must be approved by the administrative officer/unit head with responsibility for decentralized funding.

**Criteria:**

Normally, factors to be considered when approving a change in percent of appointment for staff positions are:

1. Availability of funds
2. Quantity of work
3. Unit reorganization
4. Staffing needs

**Process Overview:**

Responsibility

Action

**Limited Positions-Increase in time (temporary or permanent)**

Supervisor/  
Designee

Obtains appropriate approvals and ensures funding availability.

Consults with Human Resources Service Team ([HRSTR](#)) for potential impacts due to the increase in time.

Documents the increase in time and presents a copy to the employee.

Forwards the request to [HRSTR](#) for processing.

HR  
Service Team

Provides consultation with the supervisor.

Determines if the increase in percent in time will affect certain benefits and entitlements to the employee such as:

- Attainment of career status: A limited employee on pay status in excess of 1,000 hours in any 12 month rolling calendar year will become career on the first of the month following the employee reaching 1,000 hours. Increasing the time of a limited appointment may impact the appointment status, i.e., limited to career.
- Benefits Eligibility: Benefits eligibility is based upon appointment type, duration, and percent of appointment.
- UCRP Membership Eligibility: UCRP membership is based upon appointment type, duration, and percent of appointment.
- Vacation and Sick Leave Accrual Eligibility: Eligibility for leave accrual is based upon appointment type, duration, and percent of appointment.

Advises employee and supervisor of potential changes to conditions of employment including hours of work and impact on benefits and leave accruals.

Completes the appropriate data collection document.

Obtains employee's written acknowledgment of conditions of employment.

Completes the BELI form, if appropriate, and forwards to Payroll. Distributes remaining copies as appropriate.

Enters information into PPS. *Refer to the PPS User Manual-Staff Actions-[Change in Percent of Appointment/Voluntary Reduction in Time.](#)*

Forwards documentation to PAN reviewer, if appropriate.

HR Pan  
Reviewer

Reviews PPS OEU to ensure accuracy of action and adherence to campus policies and procedures.

Responsibility

Action

**Limited Positions-Reduction in time (temporary or permanent)**

Supervisor/  
Designee

Consults with Human Resources Service Team ([HRSTR](#)) as needed.  
Obtains the appropriate approvals and forwards the request to [HRSTR](#) for processing.  
Documents the reduction in time and presents a copy to the employee.

HR  
Service Team

Determines if the reduction in time may affect certain benefits and entitlements to the employee, such as:

- Benefits Eligibility: Benefits eligibility is based upon appointment type, duration, and percent of appointment.
- Vacation and Sick Leave Accrual Eligibility: Eligibility for leave accrual is based upon appointment type, duration, and percent of appointment.

Advises employee and supervisor of potential changes to conditions of employment including hours of work and impact on benefits, and leave accruals.

Completes the appropriate data collection document.

Obtains employee's written acknowledgment of conditions of employment on the data collection document.

Completes the BELI form, if appropriate, and forwards to Payroll. Distributes remaining copies as appropriate.

Enters information into PPS. *Refer to the [PPS User Manual-Staff Actions-Change in Percent of Appointment/Voluntary Reduction in Time](#).*

Forwards documentation to PAN reviewer, if appropriate.

HR PAN  
Reviewer

Reviews PPS OEU to ensure accuracy of action and adherence to campus policies and procedures.

Responsibility

Action

**Career Positions- Voluntary increase in time (temporary or permanent)**

Employee	Submits request to supervisor to increase their time either temporarily or permanently.
Supervisor/ Designee	Obtains appropriate approvals and ensures funding availability. Consults with Human Resources Service Team ( <a href="#">HRSTR</a> ) as appropriate. Forwards the request to <a href="#">HRSTR</a> for processing. Documents concurrence of the increase in time and presents a copy to the employee.
HR Service Team	Advises employee of potential changes to conditions of employment, including the hours of work and impact upon leave accruals. Completes the appropriate data collection document. Obtains written acknowledgment of the employee. Enters information into PPS. <i>Refer to <a href="#">PPS User Manual-Staff Actions-Change in Percent of Appointment/Voluntary Reduction in Time.</a></i> Forwards the documentation to the PAN reviewer, if appropriate.
HR PAN Reviewer	Reviews PPS OEU to ensure accuracy of action and adherence to campus policies and procedures.

Responsibility

Action

**Career Positions- Voluntary reduction in time (temporary or permanent)**

Employee	Submits request to supervisor to reduce their time either temporarily or permanently.
Supervisor/ Designee/	Obtains written request from employee that reflects the amount and duration of the time reduction.  Consults with Human Resources Service Team ( <a href="#">HRSTR</a> ) as appropriate.  Approves reduction in time and advises employee of conditions in employment including hours of work and duration of reduction in appointment.  Forwards the appropriate documentation to <a href="#">HRSTR</a> for processing.
HR Service Team	Determines if the reduction in time will affect certain benefits and entitlements to the employee such as: <ul style="list-style-type: none"><li>• Career Status: Once an employee has attained career status in an appointment there is no minimum hour requirement to maintain career status and remain in the UCRS.</li><li>• Benefits Eligibility: Once an employee has attained full health and welfare benefits, time on pay status must average at least 17.5 hours per week over a 12-month period to retain these benefits.</li><li>• Vacation and Sick Leave Accrual Eligibility: Eligibility for leave accrual is based upon appointment type, duration, and percent of appointment.  NOTE-If an employee permanently reduces their appointment to less than 50%, they are no longer eligible to accrue vacation. They may accrue sick leave only. Accrued vacation may NOT be paid out until such time the employee separates from employment or is transferred, promoted, or demoted permanently to another University position that is not be eligible to accrue vacation</li><li>• Impact on Vacation and Sick Leave Accrual Rates: The amount of vacation and sick leave accrued per month is based upon appointment percent and the number of hours on pay status.</li></ul> Advises employee of potential changes to conditions of employment, including the hours of work and impact upon leave accruals.  Completes the appropriate data collection document.  Obtains written acknowledgment of the employee.  Enters information into PPS. <i>Refer to <a href="#">PPS User Manual-Staff Actions-Change in Percent of Appointment/Voluntary Reduction in Time.</a></i>  Forwards the documentation to the PAN reviewer, if appropriate.
HR Pan Reviewer	Reviews PPS OEU to ensure accuracy of action and adherence to campus policies and procedures.