WORK-LIFE LUNCH & LEARN:
UNDERSTANDING REDUCED SEASONAL WORK HOURS

Facilitator: Azetta Beatty, HR Office of Work-Life Manager
Panelists: Gail Carbol, HR Benefits Manager
Chris Dudley, HR Leave Administration Manager
Denny Haynes, Accounting Systems Info Tech Manager
Kate McRoberts, HR Compensation Manager
James Patterson, Healthcare Payroll/Workforce Mgt. Director
Ward Suthon, HR Business Officer

WHAT IS THE HR OFFICE OF WORK-LIFE?

- Goals:
  - Provide strategies, support, services and resources that assist employees in managing work, family, and personal responsibilities.
  - Improve employee engagement (UK@Work Survey)
  - Make a positive impact on productivity and morale for both employees and the University.

THE OFFICE OF WORK-LIFE CAN ASSIST YOU!

- Flexible Work Arrangements
  - Flex Time, Seasonal Reduced Hours, Telework, Compressed Work Week
- Childcare and Parenting Resources
  - Big Blue Family Care childcare-referral program
  - Lactation Spaces & Guidelines
  - Little Cats Studio (incl. info on FMLA, Childcare facilities, etc.)
- Elder Care Resources & Consultations
- Counseling (Work-Life Connections)
  - One-on-one and family counseling; group workshops; 5 free sessions a year

uky.edu/hr/worklife 859-257-2648   uky.edu/hr/worklife
BALANCE...HARMONY...INTEGRATION

FLEXIBLE WORK ARRANGEMENTS

FLEXIBLE WORK OPTIONS

Full-Time Options
- Flex Time
- Telework
- Compressed Work Week
- Ex. Four 10-hour days

Reduced Hours Options
- Reduced Seasonal Hours
- Part-time
- Phased return from leave
- Phased retirement
SUPERVISORS & EMPLOYEES:
THINGS TO CONSIDER BEFORE YOU ASK FOR OR APPROVE REDUCED SEASONAL HOURS

- Consider:
  - Your job functions
  - Team impact
  - Your job performance
  - Potential barriers to success
  - Productivity: Time & project management
  - Communication with team and supervisor
  - Tracking of projects and work-time

- Who approves the request?
- Determine if you are eligible?
- Office equipment if telework
- Can I have a trial period?
- Do I need to provide a reason for requesting flexible work?
- What if my request is denied?
- Does the business officer know about my arrangement?

REDUCED SEASONAL HOURS 101

- TWO Options (available May 6-Aug. 18)
  - Unpaid week(s) off
  - Reduced work hours (no less than .75)

- Criteria to participate
  - Regular employee (i.e. not temporary)
  - Non-designated (non-clinical)
  - Full-time employee
  - Non-exempt (hourly)
  - OR exempt (salaried)
  - Successfully completed new hire orientation period

- The Office of Work-Life manages and supports the Reduced Seasonal Hours program, but does not approve or deny requests; once an employee has his/her supervisor's approval, they may begin their reduced seasonal hours.

REDUCED SEASONAL HOURS 101

- Win-Win options: Department saves money; Employee manages work-life
- The supervisor is responsible for reviewing and responding to the employee and the Office of Work-Life indicating whether the request is approved, denied, or needs modification.
- Applications to request reduced seasonal hours must be submitted using the online FlexWork Request Form.
- One can take multiple weeks.
- Will not accrue vacation or leave time during the unpaid week off (MAYBE). An employee who is in a paid status for one-half or more of the pay period shall accrue vacation for that pay period. Ex: if a monthly person is taking one week unpaid, then he/she would receive the vacation accrual with no adjustments.
## Reduced Seasonal Hours 101

- Unpaid Leave: Leave must be taken in full-week increments.
- The pay rate will be reduced on a pro-rated percentage relative to the FTE reduction.
- Depending on a leave without pay or a reduction in FTE, benefits will be adjusted accordingly.
- Vacation, TDL, and holiday will accrue on a pro-rated percentage relative to the FTE reduction.
- Prior to approving, supervisors may also want to review the request with their director or department head.
- The business officer in the employee’s department will execute a “Position Update” action in SAP to update the employee’s record.
- Can I change my mind after I’ve completed the enrollment form and obtained approvals?

## Compensation Tips

- Supervision oversight
  - Scheduling needs
  - Volumes
  - Exempt/Non-Exempt

- Potential Change in Pay
  - If you reduce your work schedule, your salary will decrease
  - Still need to follow FLSA guidelines

- Unemployment

## Pay & Benefits Tips

- Contact HR Benefits if you plan on reducing your hours or taking unpaid weeks off to ensure your paycheck will cover your portion of benefits if your earnings are reduced.
  - Call 859-257-3550, option 3, or email Benefits@uky.edu
- Arrangement can be made to “catch-up” premiums.
- You receive the health credit if you work .75 FTE or greater just one day in the month.
- We will work with you to ensure you continue to receive the benefits you deserve!
LEAVE TIPS

- Workers' Compensation
- Considered to be on voluntary leave and is not eligible for unemployment compensation.

BUSINESS OFFICER TIPS

- Does the business officer know about my new work arrangement?
  - No, you need to schedule time for you and supervisor to meet to discuss:
    - Effect on work schedule
    - Effect on pay rate
    - Effects on Leave quotas
    - Date range for this event

  - Yes, make sure changes are entered into SAP and enjoy your new schedule. When your schedule changes back (reduced hours or unpaid), make sure SAP is updated.

  - Holiday accruals are loaded early at various points of the fiscal year.

HEALTHCARE CONSIDERATIONS

- Nonclinical staff can take advantage with approval
- Clinical staff can request
- It is possible to reduce FTE if dept. can accommodate, usually permanent
- Request for .75 occur sometimes if staffing and operations allow
- Leave request via myUK (campus) process vs. UKHC Kronos process
- Bi-weekly & monthly pay can both be “exempt” employees
SUCCESS WITH FLEX WORK OPTIONS

UK Supervisors who have implemented flexible work solutions have found there are many benefits:

![Graph showing benefits of flexible work options]

BEST PRACTICES

- Do not split pay periods.
- Consider the impact on your team, work productivity.
- Figure out the impact on your paycheck, benefits, lifestyle prior to submitting the official request.
- Communicate with colleagues, supervisors, business officer about your plans.
- Make sure your Business Officer fully understands your plan & makes changes in SAP.
- Employees must be in a paid status on a scheduled day immediately before and after the holiday in order to be paid for the holiday. Consider not requesting a week off that wraps around a holiday.
- Do not work while on an unpaid week off (no emailing or calling the office).
- Remember to submit Unpaid Leave option via myUK.
FAQs - Reduced Seasonal Hours

1. Who is eligible?
Regular, clinically non-essential staff members with an assignment of 0.75 FTE (full-time equivalent) or greater and in good standing within their departments are eligible to participate in the Reduced Seasonal Hours Program.

2. What options are available to .75 or greater?
Regular, clinically non-essential staff members with an assignment of 0.75 FTE (full-time equivalent) or greater are eligible to take leave without pay in full-week increments.

3. Why can't I reduce my hours to less than 0.75?
A reduction in hours below 0.75 would change a full-time employee's status to part-time and would result in a loss of benefits.

4. If multiple people from one department make a request for reduced summer or winter hours, how is it decided who is approved?
The decision is at the discretion of the immediate supervisor or division head. The decision may be based upon criteria such as: workload, performance, the unique duties of each position, and possibly length of service and time in position.

5. How long can I participate in the program?
Employees may request to participate in the program for any length of time during the Reduced Seasonal Hours beginning December 3, 2017 - February 3, 2018 and/or May 6 - August 18, 2018. Leave without pay must be taken in full-week increments.

6. Can I change my mind after I've completed the enrollment form and obtained approvals?
Once the form has been completed and approvals have been obtained, the agreement must be maintained for a minimum of two weeks.

7. How much will my pay be reduced?
Non-exempt employees will be paid at the same hourly rate and pay is simply reduced based on the number of hours worked. Exempt employees' status will be changed to less than full-time exempt status. The salary will be reduced on a pro-rated basis based on the change in FTE. See chart below.

8. How will my medical benefits be affected?
If in a paid status, your benefits will continue being deducted at your normal rate. If in an unpaid status, your benefits will be deducted retroactively once you return to a paid status. You may contact the Employee Benefits Office with questions regarding your benefit deductions at (859) 257-9519 and select option 3. See chart below.
9. How will my retirement contribution be affected?

Your retirement contributions will be made in accordance with the amount of your new pay (as a result of the number of hours worked). If in an unpaid status, retirement contributions will not continue during the period of unpaid leave. See chart below.

10. Will my years of service (calculated for determining retirement eligibility) be affected during the period of reduced hours or leave?

Yes. Your regular years of service will be adjusted based on your FTE during that time. For example, you will accrue 75% of your regular full-time service if reducing to 0.75 FTE. If in an unpaid status, that time period is not included in the calculation of your regular years of service.

11. Will the reduced hours or unpaid leave affect my vacation and sick leave accruals.

Yes. If in a paid status, your accruals will be calculated on a prorated basis. If in an unpaid status, you will not accrue leave(s) (i.e. vacation, temporary disability leave and holiday leave). See chart below.

<table>
<thead>
<tr>
<th>FTE</th>
<th>Salary Related Benefits (life insurance coverage and 403B Mandatory Retirement Plan)</th>
<th>Health, Dental, Vision Benefits*</th>
<th>VAC, SICK, HOLIDAY Accruals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AD&amp;D</td>
<td>*call 257-9555 press 3 as dates of SRH need to be reviewed with that office.</td>
<td>Pro Rated: changes based on new work schedule rule.</td>
</tr>
<tr>
<td>.75- 1.00</td>
<td>Pro Rated: changes determined by salary or hours worked.</td>
<td>All three plans stay same</td>
<td>Pro Rated: changes based on new work schedule rule.</td>
</tr>
<tr>
<td></td>
<td>AD&amp;D coverage remains the same</td>
<td>Loss of all of these benefits</td>
<td>Loss of health credit (employee pays full cost for health), Dental &amp; Vision are not affected</td>
</tr>
<tr>
<td>.50- .74</td>
<td>Loss of all of these benefits</td>
<td>Loss of health credit (employee pays full cost for health), Dental &amp; Vision are not affected</td>
<td>Pro Rated: change based on new work schedule rule.</td>
</tr>
<tr>
<td>.20- .49</td>
<td>Loss of all of these benefits</td>
<td>Loss of health credit (employee pays full cost for health), Dental &amp; Vision are not affected</td>
<td>Not eligible for accruals nor usage of VAC, SICK, HOL.</td>
</tr>
</tbody>
</table>

http://www.uky.edu/hr/work-life/workplace-flexibility

https://www.uky.edu/hr/work-life

Phone: 859-257-2648     Email: worklife@uky.edu
QUESTIONS TO ANSWER BEFORE REQUESTING A FLEXIBLE WORK ARRANGEMENT

While these questions are primarily geared toward the employee to be prepared to address and propose solutions, managers may find these questions as a helpful tool as well.

Can your job duties be performed equally as well during the hours of the flexible work arrangement that you are proposing?

Does your job require you to be at the work site during the regular work week?

Would the proposed work schedule affect customer service?

What goals did you establish through the performance development process? How will this arrangement help you to meet those goals?

Would the proposed work schedule affect work volume, peak periods, projects in progress, your colleague’s work and/or overtime?

Would the proposed work schedule adversely affect communication between you and your manager and/or colleagues?

Would the proposed work schedule adversely affect your manager’s ability to supervise you?

How will you manage those employees who report to you?

How will results or productivity be measured effectively?

What tools, resources, and environment are required for your job?
What equipment/technology will your arrangement require? Are there cost implications? Are they any cost savings for you or your college/VP unit that might result from this arrangement?

How will the flexibility work arrangement affect cross-training initiatives, team based approaches and other strategies?

Are you self-directed and comfortable working without close supervision?

Do you manage your time well? Are you comfortable working alone for long periods of time?

What are the healthcare or other benefit implications? For example, if you reduce your appointment below a 75% FTE, your healthcare contribution will increase. Visit [www.hr.osu.edu/benefits](http://www.hr.osu.edu/benefits) for more information.

https://www.uky.edu/hr/work-life

859-257-2648

worklife@uky.edu
Contacts

Azetta Beatty, HR Office of Work-Life Manager
Azetta.beatty@uky.edu
(859) 257-2648

Gail Carbol, HR Benefits Manager
ggcarb0@email.uky.edu
(859) 257-9519

Chris Dudley, HR Leave Administration Manager
christopheradudley@uky.edu
(859) 257-8804

Denny Haynes, Accounting Systems Info Tech Manager
denny.haynes@uky.edu
(859) 257-4492

Katie McRoberts, HR Compensation Manager
katie.mcroberts@uky.edu
(859) 257-9647

James Patterson, Healthcare Payroll/Workforce Mgt. Director
jhpatt0@email.uky.edu
(859) 323-8745

Ward Suthon, HR Business Officer
wgsuth2@uky.edu
(859) 257-8773