



**DIRECTIONS FOR COMPLETING THE VOLUNTARY TIME OFF REQUEST FORM  
FISCAL YEAR July 1, 2009 – June 30, 2010**

To participate in the Voluntary Time Off (VTO) Program please complete this form for days/hours taken as Unpaid Leave. Please submit the form to your supervisor for signature. All forms are due to the Human Resources Department complete with signatures by July 9, 2009.

Name:	
Department:	
Job Title:	

How much time would you be willing to voluntarily reduce your work hours from your regular work schedule (July 1, 2009 through June 30, 2010). The following percentages are based upon a full-time employee working a 52-week year. These equivalent hours would be pro-rated for less than full-time employees. Please check one box only.

<input type="checkbox"/>	5% (equivalent of 2 hours/40 hour week)
<input type="checkbox"/>	10% (equivalent of 4 hours/40 hour week)
<input type="checkbox"/>	20% (equivalent of 8 hours/40 hour week)
<input type="checkbox"/>	30% (equivalent of 12 hours/40 hour week)
<input type="checkbox"/>	40% (equivalent of 16 hours/40 hour week)
<input type="checkbox"/>	50% (equivalent of 20 hours/40 hour week)
<input type="checkbox"/>	Other (please describe): (For example, a 12-month employee may reduce his/her schedule to an 11-month schedule; or an employee may take specific weeks off during the year.)
<b>TOTAL HOURS:</b>	

Please list the effective dates of this voluntary reduction:

Start Date:		End Date:	
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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President (appropriate component) Signature

\_\_\_\_\_  
Date

**DISTRIBUTION: Copy to Human Resources, Payroll, Employee & Department**

DATE: June 28, 2009

TO: All Regular Classified Staff

FROM: SEIU Negotiating Team  
District Negotiating Team

SUBJECT: **VOLUNTARY TIME OFF (VTO) FOR REGULAR CLASSIFIED STAFF**

Introduction:

The District is facing a budget crisis that is unprecedented in its severity. The District and SEIU are working together to address the associated funding shortfall. The first step will be to ask regular classified staff to voluntarily reduce their regular work schedule for the fiscal year (i.e., July 1, 2009 through June 30, 2010).

The voluntary nature of this request recognizes that some members of the classified staff are in a better position to absorb a reduction than others. The results of this VTO will help offset or reduce the total percent of reductions that will need to be mandated.

Assumptions/Conditions:

The following are considerations and/or assumptions of this proposal that an employee should use for his/her planning purposes:

- Department heads are encouraged to review carefully and accommodate as many requests as possible. Approval of a VTO request will not be considered by the District as an indication of insufficient workload within the department. The VTO is intended to reduce District costs for fiscal year 2009-2010.
- Employees participating in the program will be expected to produce only a fair day's work for the days they are on duty and no excessive workload will be imposed upon those who do not participate.
- Assume that the employee is using his/her current monthly salary and current regular work schedule as a starting point to begin to plan for a voluntary reduction in work hours.
- Assume that participation in this program will not affect the level of the employer's contributions toward the employee's health, dental, and vision premiums provided the voluntary reduction does not bring the employee below 0.50 FTE. For example,
  - If a current employee is at a 1.0 FTE and reduces his/her schedule to .80 FTE, the District will still pay that employee's premium as if he/she is still working at a 1.0 FTE;
  - An employee at a current FTE of .80 who is currently paying 20% prorata benefits would continue at the same level of District paid benefit (i.e. 80%) even if the employee went below .80 FTE. The employee would still pay his/her regular prorated portion of the premium before this voluntary reduction.

- Assume that participation in this program will not affect the level of the employer contributions toward the employee's life insurance (including accidental death and dismemberment) and disability insurance.
- Assume that an employee will still receive one (1.0) full year of retirement service credit as long as the employee is in paid status for no less than 1,720 hours in a fiscal year for an hourly employee or the equivalent of ten (10) full months in paid status for a monthly employee in a fiscal year.
- Assume that hourly employees whose regular work year is less than 1,720 hours would have a proportional reduction in service year credit and reportable annual earnings to PERS.
- Assume that monthly employees who work less than 10 months in a fiscal year would have a proportional reduction in service year credit and reportable annual earnings to PERS.
- Assume that an employee's vacation will accrue at the rate prior to taking VTO. Vacation will be deducted to reflect the employee's revised work schedule. For example, if an employee works a six-hour day instead of an eight-hour day, six hours of vacation will be deducted per vacation day taken, not eight (8) hours for that day.
- Assume that sick leave will accrue at the rate prior to taking VTO. Each month an employee will earn the prorated amount of one (1) full day of sick leave. Sick leave will be deducted to reflect the employee's revised work schedule. For example, if an employee works a six-hour day instead of an eight-hour day, six hours of sick leave will be deducted per sick day taken, not eight (8) hours for that day.
- Assume that once the employee has requested VTO, an application is required and the employee's immediate supervisor must approve the request. (Note: Similar to Article 6.7, Variable Schedule, denial of a specific schedule request shall not be grievable under the current agreement with SEIU and the Sonoma County Junior College District.)
- Assume that the reduced schedule, once agreed upon by the employee and supervisor, is irrevocable and unchangeable for the entire duration of the fiscal year (i.e., July 1, 2009 - June 30, 2010). (Note: Under unforeseeable circumstances, the Superintendent/President shall have the authority to reinstate all or a portion of the employee's regular work schedule.)
- Assume that any future mandatory reduction in work hours, if any, agreed to with SEIU will take into account any voluntary reduction in work hours already agreed to with this program. This means that employees who are participating in this program will not be exempt from further mandatory reduction of work hours, but will be credited for voluntary time off. For example, if an employee voluntarily reduced his/her time off by 2% and the District implemented an agreement for mandatory time off at 4%, the employee would be required to increase the number of mandatory hours off by another 2%, for a total of time off at 4%. In other words, the same employee would not be required to reduce his/her hours by 6%. Conversely, if an employee voluntarily opted to reduce his/her schedule by 10% and if the mandatory reduction was determined to be 4%, that employee could not reduce his/her voluntary reduction to 4%. The reduction would remain at 10%.

- A portion of VTO may be required to be used on specific dates in the event there is negotiated mandatory time off covering dates when the college will be closed (i.e. spring break, additional days at winter closure, etc.). If an employee's VTO has already been exhausted, then an employee would be required to use Comp Time, PTO, or vacation to cover his/her absence during the closure.

Administrative Process:

Salary adjustments for VTO requested will be processed equally on the number of paychecks received by the employee. Special compensation earnings such as Longevity, Shift Differential, Bilingual Stipends, and Working Out of Class pay which are a percentage of earnings will be paid at the adjusted monthly pay.

VTO will be adjusted to reflect any changes to the employee's pay within the Fiscal Year. Examples include: terminations, leave of absence, change in positions or departments, and changes in longevity increments.

Request for Action:

If you are interested in participating in this voluntary program, please print a copy of the Voluntary Time Off Request Form, complete it and **return the form to Danielle Donica/Linda Jay in the Human Resources Department by July 9, 2009.**

Please feel free to share copies of this form with colleagues who may not have access to e-mail. **Please note that your completing and returning this form does commit you to participating in a voluntary reduction of work hours at this time with the agreement of your manager.**

If you have further questions regarding this memo, please contact Linda Jay (x4817), Danielle Donica (x4785) or Sabrina Meyer (x4821).

cc: Management Team Members

Attachment