



# CASE

MANDEL SCHOOL OF APPLIED SOCIAL SCIENCES



## Human Resources Workforce Flexibility Options 2007-08

# Human Resources

## Workforce Flexibility Options 2007-08

---

Due to the success of the last year's workforce options, several options will again be available in FY08.

Each option is available at the discretion of the supervisor and School administration for all MSASS staff.

### Process:

- Employees request one option approval from supervisors.
- Supervisors notify Admin. Services for School approval.
- Admin Services will receive confirmation from Case HR, which will then be distributed to employees and supervisors.
- All workforce flexibility options will take effect July 1, 2007.
- Each option is processed on a case by case basis.
- Please consult with Admin Services if you have questions.

# Human Resources

## Workforce Flexibility Options 2007-08

### *Option: Partial Work Year Arrangements*

Description: Provides employee an opportunity to work 9, 10 or 11 months without reducing health insurance premiums.

Payroll Implications: Salary, sick days, and vacation days will be reduced at the same rate as work schedule.

#### Example:

Schedule = 12 months

Annual Salary = \$48,000

Vacation Days = 21

Sick Days = 15

Schedule = 9 months

Reduced Salary = \$36,000

Vacation Days = 15.75

Sick Days = 11.25

OR

# Human Resources

## Workforce Flexibility Options 2007-08

### *Option: Vacation Buy-Up*

Description: Permits employees to “buy” an extra 5-20 days of vacation for the Fiscal Year.

Payroll Implications: The employee pays for the extra vacation through payroll deduction over 12 months. If you leave the University, you will not be paid for vacation buy-up days that have not been used.

Example:

No Buy-Up

Vacation Days = 11

Salary = \$26,000

Vacation Buy-Up

Vacation Days = 11 + 10 buy-up

Cost of Buy-Up = \$1,000

Salary after Deduction = \$25,000

HCM Implications : Vacation on HCM will be increased by buy-up amount. No change in how you enter vacation time.

OR

# Human Resources

## Workforce Flexibility Options 2007-08

---

### *Option: Vacation Raise*

Description: Provides exceptional employees the option of receiving additional vacation days in lieu of a salary increase for the Fiscal Year.

Payroll Implications: No increase in salary in FY08.

HCM Implications: Vacation on HCM will be increased by appropriate amount. No change in how you enter vacation time.

OR

# Human Resources

## Workforce Flexibility Options 2007-08

---

### *Option: Reduced Scheduling*

Description: Provides employee an opportunity to voluntarily reduce working hours, without reducing health premiums.

Payroll Implications: Pay, vacation days, and sick days will be reduced at the same rate as the reduction in hours worked.

#### Example:

Schedule = 37.5 hours/week

Annual Salary = \$24,000

Vacation Days = 16

Sick Days = 15

Schedule = 30 hours/week

Reduced Salary = \$19,200

Vacation Days = 12.8

Sick Days = 12

HCM Implications: Employee will use a special TRC Code to enter time. Please consult with Admin Services for special instructions.