



Effective: 10/03/2025
Last Revised: September 1, 2020

Responsible University Administrators:
Sr. Associate Vice President | COO

Responsible University Office:
Human Resources

Office/Service and Managerial/Professional Voluntary FTE Reduction Program

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This program allows the University of Nebraska to grant most of its regular, full-time Office/Service and Managerial/Professional employees an option to voluntarily reduce their work hours and corresponding pay to no lower than a 0.75 full-time equivalent (FTE). Regular full-time Office/Service and Managerial/Professional employees who are working for the University pursuant to a visa or a green card application are not eligible to participate in this program. This program is available to regular, full-time Office/Service or Managerial Professional employees who have worked in their current position for six (6) months and are not in a probationary or performance improvement status.

Eligible employees who wish to participate in the program must notify their immediate supervisor of their willingness to reduce their work hours and FTE by completing the attached form. A reduction in hours will become effective only after the revised work schedule has been approved and agreed to in writing by the employee, the employee’s supervisor, and the chief administrative officer of the unit to which the employee is assigned and human resources has been informed of the reduced schedule. Once the employee’s work schedule and FTE are reduced, the employee must remain at that FTE for a period to be determined by the supervisor. The reduced work schedule and FTE will become permanent if the employee remains on that schedule for a period of three (3) years or if the University, within its discretion, elects to make the reduced work schedule permanent prior to that time.

While the employee is on the reduced work schedule, the employee will remain eligible for insurance benefits under the same terms as if the employee was a full-time employee, except for Long Term Disability premiums and coverage which is based on annual salary. The employee’s salary, holiday vacation and sick leave benefits, and retirement contributions, however, will be adjusted to correspond with the reduced FTE. Questions regarding how a reduced work schedule may impact an employee’s participation in other benefit programs should be directed to the campus Benefits Office.

History

June 5, 2020	Approved by the President
September 1, 2020	Revised
October 3, 2025	Revised and Approved by NU Chief Business Officers