

# OPTIONAL EMPLOYEE ELECTION TO REDUCE F.T.E.

I, \_\_\_\_\_, after consultation with the Human Resources  
(Print Name)

Office about the changes which will occur by requesting a reduced F.T.E., elect to voluntarily change my current F.T.E. and employment schedule to:

<b><u>Employee Election (check applicable):</u></b>	
<input type="checkbox"/> <b>11 month employee (.92 FTE)</b>	<input type="checkbox"/> <b>9 month employee (.75 FTE)</b>
<input type="checkbox"/> August 1 – June 30	August 16 – May 16
<input type="checkbox"/> August 16 – July 16	
<input type="checkbox"/> <b>10 month employee (.83 FTE)</b>	
<input type="checkbox"/> August 1 – May 31	
<input type="checkbox"/> August 16 – June 15	

*I understand that this is a one time change. There is no obligation on the part of the employer to return my position to its current F.T.E. status.*

**I WISH TO HAVE MY PAY SPREAD OVER A 12-MONTH PERIOD YES  NO**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved:

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

\_\_\_\_\_  
Date

## Human Resources Use Only

### Employee's current F.T.E.

- |  |   |
|--|---|
| <input type="checkbox"/> 12-month employee ( <b>1.00 FTE</b> )<br>July 1 – June 30   | <input type="checkbox"/> 10-month employee ( <b>.83 FTE</b> )<br><input type="checkbox"/> August 1 – May 31<br><input type="checkbox"/> August 16 – June 15 |
| <input type="checkbox"/> 11-month employee ( <b>.92 FTE</b> )<br><input type="checkbox"/> August 1 – June 30<br><input type="checkbox"/> August 16 – July 16 |   |

\_\_\_\_\_  
HUMAN RESOURCES SIGNATURE

\_\_\_\_\_  
EFFECTIVE DATE OF CHANGE