

**Article 5****REDUCTION IN DUTIES AND RESPONSIBILITIES**

- 5.01 Tenure-track or tenured ASMs or permanent ASM-CFEs may apply for a reduction in duties and responsibilities to not less than half of the full-time duties and responsibilities in the unit on the following basis:
- (a) Such applications shall normally be granted if the ASM is within five (5) years of normal retirement age.
  - (b) The Parties recognize that there may be other circumstances in which a full-time ASM may wish to be granted a reduction in duties and responsibilities. Such situations shall be dealt with on a case-by-case basis.
- 5.02 In requesting a reduction in duties and responsibilities, the ASM shall specify whether the request is for an indefinite period or for a defined period of up to five (5) years. In the case of a defined period, an ASM requesting a renewal must apply in writing to the Administrative Head at least ten (10) months prior to the expiry of the term of the reduction. In the case of an indefinite period of reduction in duties and responsibilities, an ASM requesting to return to a full-time position must apply to the Administrative Head at least ten (10) months prior to the date of intended return to full-time status.
- 5.03 The duties and responsibilities of an ASM with a reduction in duties and responsibilities shall be prorated to the duties and responsibilities of a full-time ASM in the same unit. Similarly the salaries of ASMs with a reduction in duties and responsibilities shall be prorated to the Basic Annual Salary.
- 5.04 If a reduction in duties and responsibilities is granted in accordance with this Article, the ASM shall retain the rights and privileges as set out under this Collective Agreement.
- 5.05 ASMs with a reduction in duties and responsibilities shall have the right to continue to participate in all employee pension and insurance plans in accordance with the terms of those plans.
- 5.06 The University shall notify the Association of the names of ASMs who have been granted a reduction of duties and responsibilities under Article 5 of the Collective Agreement, and the terms of the agreement.