

BOWLING GREEN STATE UNIVERSITY
Voluntary Contract Reduction Agreement

INSTRUCTIONS

The Voluntary Contract Reduction Agreement is open to full-time 12 month faculty with administrative appointments, full-time Library faculty and full-time 12 month and 10 month administrative staff. This program allows the employee to take a reduction in salary and days worked during the fiscal year. All reductions must be approved by the direct supervisor and the appropriate Dean, or Provost/Divisional Vice President. Please note that the percentage of contract reduction will also reduce the amount of paid leave that will be accrued.

For question when calculating the reduction please contact the Office of Human Resources at 419-372-8421.

To process, complete the following for; obtain appropriate signature. Secure a contract addendum for the contracting officer. Please forward the original form and contract addendum to the Office of Human Resources.