



# COMMONWEALTH of VIRGINIA

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## Department of Human Resource Management

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### MEMORANDUM

**TO:** Agency Human Resource Directors

**FROM:** Sara Wilson

**SUBJECT:** Policy Modification – “Quasi-Full-Time” (“Q”) Status

Effective October 1, 2003, a new employee status option was created for classified employees who work at least 32 hours per week. Agencies were given the authority to offer employees the opportunity to **volunteer** for **permanent** reduction of their work schedules while maintaining health benefits. The intent was to give agencies another tool to use to help with budget deficits, staff reductions, and recruitment and retention.

In light of current budgetary constraints and impending reductions, “Q” status may be offered to employees for reductions in work schedules for a **temporary** period of time. For example, employees may volunteer to work reduced hours for three months or six months and still maintain health care benefits. This change must continue to meet agency business needs. Employees and management must agree to the reduction in hours and pay. When employees’ scheduled hours are reduced, their salaries and leave accrual rates are reduced accordingly. Employees must be informed of this impact in advance. Please refer to the Quick Reference Guide – Status and Eligibility for Benefits – Classified Employees at <http://www.dhrm.state.va.us/hrpolicy/policyguides/EmployeeStatusandBenefits.pdf> for related information.

Agencies should establish a process for implementing this strategy. This process should identify work units in which necessary reductions could be achieved with this strategy while maintaining agency operations. As always, agencies should treat similarly-situated employees consistently and equitably.

Please be mindful that temporary application of “Q” status should be extended for a period substantial enough to produce cost savings. There is an administrative cost in implementing such changes in status. This option should not be used to circumvent leave policies or accommodate intermittent employee needs or multiple schedule reductions of very short duration.

If you have questions, please contact your agency HR Management Consultant. We hope this modification will give agencies increased flexibility and options for meeting current and future budget reductions.

Cc: Rue Collins White

From: [http://www.dhrm.state.va.us/hrpolicy/memos/memo\\_32hour\\_po2\\_10.doc](http://www.dhrm.state.va.us/hrpolicy/memos/memo_32hour_po2_10.doc)

Policies	
Compensatory and Overtime Leave – Policy 3.10 & 3.15	<ul style="list-style-type: none"> <li>▪ Current Leave balances will be retained when employees reduce work hours.</li> </ul>
Bone Marrow and Organ Donations – Policy 4.37	<ul style="list-style-type: none"> <li>▪ “F” and “Q” status employees who are non-probationary are eligible to use up to 30 workdays of paid leave at their current salary at the time of leave</li> </ul>
FMLA – Policy 4.20	<ul style="list-style-type: none"> <li>▪ All eligible employees have access to 12 weeks of Family and Medical Leave.</li> </ul>
Layoff – Policy 1.30	<ul style="list-style-type: none"> <li>▪ “Q” employees are considered full-time for purposes of implementing layoff.</li> <li>▪ 40 hour a week positions can be offered to “Q” employees as placement options. If an offer is declined that does not impact salary or require relocation, the employee will be separated-layoff. (Salary is based on the equivalent of a 40 hour work week).</li> </ul>
Severance Benefits – Policy 1.57	<ul style="list-style-type: none"> <li>▪ Employees in “Q” status will be eligible to receive severance benefits including the enhanced retirement option. Severance is based on current salary at the time of layoff.</li> </ul>
Hiring – Policy 2.10	<ul style="list-style-type: none"> <li>▪ Hours of work, if not 40, must be noted on RECRUIT announcements and included in newspaper advertisements. Eligibility for health benefits and flexible reimbursement accounts should be indicated.</li> <li>▪ Salaries should reflect working less than 40 hours a week.</li> <li>▪ If agency business needs change, management can increase an employee’s work hours accordingly.</li> </ul>
Overtime	<ul style="list-style-type: none"> <li>▪ When “Q” or “P” status employees who are FLSA non-exempt are required to work extra hours, but they do not work more than 40 hours in the workweek, they should be granted compensatory leave or straight-time pay. FLSA Exempt employees may be required to work extra hours without additional compensation. However, if the need for extra hours is on-going and employees are effectively working full-time schedules, they should be granted compensatory leave, paid straight-time overtime, or returned to “F” status, with a commensurate salary increase.</li> </ul>
Retirement	<p>Employees in “Q” status will be eligible to participate in retiree group health care upon retirement if otherwise eligible.</p>