

Change in Full/Part Time Equivalency Employment Status Request

Any employee utilizing this form and process must have been employed with the San Juan BOCES for at least year.

Name _____

Position _____

Date of Employment _____

I am requesting to change my employment status from a _____ to _____. (Ex. 1.0 to .60)

Have you met with the department chair? _____

How will this affect your department?

How will this affect the BOCES?

Have you met with the department staff as a whole to gather input? _____

What issues/concerns arose from your meeting?

Did the group, as a whole, give you direction as to how you could solve the issues/concerns that came forth? If so, what were they?

Employee may attach additional pertinent information.

By signing below, I understand that if I am granted my request of a reduced/increase employment status from full time employment to part-time or vice versa, I may forfeit my any chance of returning to my former FTE employment status with the San Juan BOCES.

Signature of Employee asking for a change in employee equivalency

Date

Steps to follow when requesting a change in employment equivalency status.

1. Approach department chair and discuss your request.
2. Discuss your request with the department members.
3. Complete and sign the form - Change in Full/Part Time Equivalency Status.
4. Turn into department chair.
5. The department chair will then request a meeting of the committee members.

A committee composed of a majority of the department chairs, the director of exceptional services, the director of finance, and the executive director will hold meeting to review the request. As a result of the meeting they committee may do the following things:

- A. Approve the request by a majority of votes.
 - B. Deny the request by a majority of votes.
 - C. Delay any action until further information is gathered – such as finance, student load etc...
 - D. The committee may meet one more time to review any additional information gathered as requested.
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- Any change granted in FTE will be evaluated annually and employee may be requested to return to previous FTE status.

Due date – March 1st