



## Q-Status: Frequently Asked Questions for Employees

### What is Q-Status?

Q-Status is an acronym for “Quasi Full-Time Status”. Q-status classified employees generally work a reduced schedule of at least **30** hours, but less than 40 hours per week while maintaining key employee benefits. The matrix below describes the different statuses of classified employees:

<b>Classified Employee Status Matrix</b>	
<b>F – Full-Time</b>	100% full-time classified employee
<b>Q – Quasi Full-Time</b>	<b>75%</b> to 99.99% employee working 12 months 100% employee working 9, 10, or 11 months ( <b>minimum of 1560 hours</b> ) per year
<b>P – Part-Time</b>	50% - <b>72.5%</b> employee working 12 months less than 100% employee working 9, 10, or 11 months ( <b>up to a maximum of 1500 hours</b> ) per year

*Amended eff. 6-25-14*

### How is my salary impacted if I change to Q-Status?

Salary is reduced in direct proportion to the amount of the schedule reduction. For example, a current full-time classified employee with an annual salary of \$44,000.00 who changed to Q-Status at the 80% level would see a reduction of 20% (\$8,800.00) in their annual salary.

### Do I lose my health benefits if I change to Q-Status?

No - Health benefits for Q-Status employees (and employee contributions for health benefits) are the same as those of full-time employees.

### Do I get annual leave as a Q-Status employee?

Q-Status employees accrue annual leave at a rate in direct proportion to the number of hours worked. For example, a classified employee with three years of service who changed to Q-Status at the **75%** level will accrue **3.0** hours of annual leave (4 hours x 0.75) for each semi-monthly period of service.

### Do I get sick leave and family/personal leave as a Q-Status employee?

- For VSDP plan participants, sick and family/personal leave allocations are provided at the same rate as full-time employees.
- Traditional sick leave plan participants accrue sick leave at a rate proportionate to their work schedules. For example, a traditional sick leave plan Q-Status employee who works at the at the 80% level will accrue 4 hours of sick leave (5 hours x 0.8) for each semi-monthly period of service.
- Current leave balances are maintained when a current employee changes to Q-Status.

### How does Q-Status affect my retirement?

Retirement contributions remain at the same level as those of full-time employees and service is credited at the same rate as is credited for full-time employees. For example, employment as a Q- Status employee for three years is credited as three full years of VRS service credit. **NOTE:** Employees should review and understand the potential impact to Average Final Compensation (AFC) that changing to Q-Status may have on their retirement plans before volunteering for Q-Status.

### If I change to Q-status it is a permanent change?

Q-status may be offered for a temporary or permanent period of time depending on agency needs. For example, employees may be asked to volunteer to change to Q-Status and work reduced hours for three months, six months, or permanently while still maintaining key employee benefits.



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### ***Can I be made to change my status to Q-Status?***

No, changes to Q-Status are voluntary and employees cannot be required to change to Q-Status.

### ***How is extra time handled for Q-Status employees?***

- Non-exempt Q-Status employees who are required to work extra hours, but do not work more than 40 hours in the workweek, will be granted compensatory leave or straight-time pay.
- Exempt Q-Status employees may be required to work extra hours without additional compensation. However, if the need for extra hours is ongoing and employees are effectively working full-time schedules, they will be granted compensatory leave, paid straight-time overtime, or returned to Full-Time status, with an appropriate salary increase.

### ***How does Q-Status affect me during a layoff?***

Q-Status employees are considered full-time employees during a layoff.