

PACIFIC UNION COLLEGE

Questions and Answers Regarding Faculty Hours of Work Reductions (Furloughs) For 2009-2010 Fiscal Year

1. What is a “furlough?”

“Furlough” is the term being used to describe the recent Pacific Union College Board action that employees temporarily reduce their hours of work by 80 hours/10 days for the fiscal year 2009-2010. For purposes of this document, the term “furlough” refers to this temporary reduction of work hours or days.

2. How will the furlough reduction be implemented?

Faculty will have their annual salary reduced by 3.8462%, the equivalent of 10 days by June 30, 2010. The reduction will be spread evenly throughout the year.

3. Why are employees being furloughed?”

Pacific Union College is faced with a budget shortfall due to a decline in student enrollment and the nation-wide financial downturn. Furloughs are preferable to major lay-offs.

4. Which employees are affected by the furloughs?

All faculty, staff, administrators, and contractual employees are being furloughed.

5. When and how will the furlough be implemented for faculty and when will it end?

Faculty will be furloughed during Thanksgiving break, a paid holiday based on Faculty Handbook, and at Christmas Break. However, pay reductions will be spread evenly throughout the year.

6. Will classes be canceled as a result of the furlough plan?

No changes are being made to classes because of the furlough plan.

7. Will my benefits be reduced as a result of the furlough?

- a. Health Benefits will not be affected
- b. Retirement contributions match will be affected by the same percentage that the annual income is reduced.
- c. Leave accrual rates will not be reduced
- d. Supplemental Retirement deductions will be affected by the same percentage as the annual income is reduced.

8. How will the plan impact an employee who is on Family and Medical Leave Act (FMLA) qualifying leave?

Typically, an employee on FMLA-qualifying paid leave will not be required to take furlough hours during the absence. Once the employee has exhausted paid leave, furlough hours may be taken concurrent with unpaid FMLA-designated leave. If an employee’s FMLA-qualifying leave is scheduled to end after June 30, 2010, the employee may be required to substitute furlough hours for paid leave during the FMLA-qualifying period of absence.

9. Who do I contact if I have more questions?

Employees may consult their supervisors or the Office of Human Resources.