

PACIFIC UNION COLLEGE

Questions and Answers Regarding Hourly Staff 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?

Non-Exempt staff will be required to take 80 hours/10 days off by June 30, 2010.

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. Is any employee exempted from these furloughs?

Specified non-exempt staff providing services as part of a 24 hour operation and Discoveryland I and II staff may be excluded. The non-exempt staff in these areas will have the option of choosing a salary reduction of 3.8462% rather than a furlough day.

6. When will the furlough be implemented and when will it end?

Furlough will be taken over the course of the 2009-2010 fiscal year (July 1, 2009 through June 30, 2010). The timing of when actual furlough hours are taken by non-exempt staff will be arranged with department directors and the Vice Presidents for each area. A furlough request form must be submitted for each furlough day requested to the applicable departmental director or Vice President. Non-Exempt staff must take furloughs in block of not less than 4 hours. **All furlough days must be taken by May 31, 2010.**

7. May paid leave be used on or in lieu of the period of furlough?

Paid leave, personal, sick time, overtime or compensatory time may not be used to offset furlough time.

8. May non-exempt staff come on campus and work on the furlough?

Hourly staff will not be permitted to be in their work areas or to perform official duties during the period of furlough. Supervisors may not direct staff to work nor are staff to work on their own. In the event of an emergency, the staff’s appointing authority may revoke a furlough day and the staff shall be paid for work performed on that day.

However, the staff will be required to take the furlough on some other day prior to May 31, 2009.

9. Will 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 that the annual income is reduced.

10. When will the furlough deductions be taken from my paycheck?

The furlough deductions will be made in the pay period in which the furlough hours are taken.

11. How should furlough time be coded on the timekeeping system?

A special code "fur" has been included for you to use on the Time and Attendance System. It is your responsibility to ensure that you take the appropriate number of furlough hours prior to June 1, 2010.

12. Who will be responsible for informing employees of the number of days (hours) that are required to be taken during the furlough period?

Supervisors will be responsible for communicating and monitoring the process. Human Resources will also be monitoring the process.

13. 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.

14. Can an employee work overtime in a week in which the employee takes furlough hours?

No. Furlough time is considered work time for the purposes of calculating eligibility for overtime. Therefore, supervisors should not permit an employee to work overtime in a week in which furlough time is taken. Permitting an employee to earn overtime during a week in which the employee takes furlough hours would reduce the savings achieved by the furlough.

15. Can an employee request a furlough day before or after a paid holiday or in conjunction with paid leave?

Yes, an employee may request to take furlough hours before or after a paid holiday and this will not affect payment for the holiday. Additionally, an employee may take furlough hours in conjunction with other forms of paid leave.

16. Can an employee receive unemployment benefits to cover the loss of compensation due to the furlough?

No, it is not anticipated that any employee will be eligible to receive unemployment benefits to cover the loss of compensation as a result of the furlough.

17. If I am required to take furlough days, but because of the nature of my job I am required to work on a furlough day when the College is closed, how will I be compensated for my time worked?

If an employee included in the furlough program is required to work on days the College is closed, the employee must take the furlough day off before the end of the pay period.

18. May I work extra hours during a pay week that I take a furlough day to make up for the lost hours?

The College has provided a directive that no non-exempt employee should have more than 38 hours, including hours worked and furlough hours, in any pay week. For instance, if the non-exempt employee is taking a full 8 hour day for furlough, that non-exempt employee should not work more than 30 hours that pay week. If the non-exempt employee is taking only 4 hours of furlough in a pay week, the maximum number of hours worked in that pay week should be 34. This directive applies to ALL non-exempt employees.

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

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