

PACIFIC UNION COLLEGE

Questions and Answers Regarding Salary 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?

Exempt employees will have their annual salary reduced by 3.8462%, the equivalent of 10 days, 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. When and how will the furlough be implemented for exempt staff 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 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. Exempt staff must take furlough in blocks of not less than 8 hours. **All furlough days must be taken by May 31, 2010.**

6. May I use vacation time on or in lieu of the period of furlough?

Vacation time, personal, sick time, overtime or compensatory time may not be used to offset furlough time. Omit?

7. May an employee be asked to work on the furlough?

Employees should not be expected to be in their work areas or to perform official duties during the period of furlough. Supervisors may not direct employees to work nor are employees to work on their own. In the event of an emergency, the employee’s appointing authority may revoke a furlough day and the employee shall be paid for work performed on that day. However, the employee will be required to take the furlough on some other day prior to May 31, 2010.

8. 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.

9. 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.

10. 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.

11. Can an employee request a furlough day before or after a paid holiday or in conjunction with vacation time?

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.

12. 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.

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

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