

INTERIM UNIVERSITY POLICY ON FURLOUGHS
July 15, 2009

Policy

When in the judgment of the President there is a shortfall in the University's budget, or other financial emergency requiring a short-term reduction of University personnel costs, the President may invoke this policy to require employees to take unpaid furlough days. The University will reserve the right to require employees to take unpaid furlough days, based on the terms of this policy, as a condition of all employees' appointments with the University.¹ This furlough policy is applicable to all University employees except those covered by layoff provisions of the Civil Service System. Furloughs or layoffs deemed necessary for Civil Service or for non-Civil Service union-represented employees would be implemented independent of this policy following labor and statutory obligations.

Procedures

Upon announcement by the President that furloughs under this policy are necessary, the President will consult with the chancellors and other appropriate administrative officials to develop and issue a furlough plan, including identification of the employees to be furloughed and the number of unpaid furlough days which will be required. The total number of furlough days may be graduated based on compensation levels. In no case will employees be required to take more unpaid furlough days than will be taken by the President and Chancellors.

The President, Chancellors, or their designees are responsible for selecting and notifying employees to be furloughed.² The furlough plan will be implemented by the President or the Chancellors, notifying the employees of the number of days and timing of the furloughs. Employees should be given at least 30 days notice prior to implementation of mandated furlough plan. At the time notice of the furlough is given, employees will be provided with information and guidelines concerning the details and frequently asked questions concerning the furlough program.

The actual date(s) when an employee will be required to take a furlough day(s) will be determined by the employee's supervisor. The supervisor will consult with the employee and attempt to schedule the furlough day(s) based on department operational needs and the employee's preference. Whenever possible, furlough days will be staggered to avoid more than one furlough day in the same pay period, though employees may also be required to take unpaid furlough days on specified dates when it is possible to curtail University operations. During an assigned furlough day, employees are required not to report to work or perform duties for the University.

The amount of pay reduction for each furlough day will be based on the employee's "daily rate". The method for determining the appropriate daily rate for each employee will be determined by the University Vice President and Chief Financial Officer, in accordance with normal University policy and procedures. The President and Chancellors will be responsible for issuing administrative guidelines for interpretation and application of this policy.

This policy applies to appointments effective on or after August 16, 2009 and will remain in effect until rescinded or superseded by a permanent University policy. A University-wide committee will be constituted to consult with employee groups affected by this policy and recommend a permanent University policy.

¹ **Notice of appointment forms issued to all non-civil service staff will include the following notation: *In accordance with University policy, the University reserves the right, effective August 16, 2009, to reduce the pay and service specified in this form, based on budget shortfalls or other financial emergencies necessitating short-term reduction of University personnel costs, by requiring the appointee to take unpaid furlough days during the period of this appointment.***

² In determining which employees will be furloughed, the President, Chancellors, or their designees have discretion to exclude certain employees from furloughs based on the source of funding of an employee's salary, the operational needs of the University, or other reasons that are in the best interests of the University.