

Proposed Columbus State University Furlough Plan

Under the University System of Georgia's Mandatory Furlough Program, Columbus State University employees will be required to take six days of leave without pay during fiscal year 2010 (July 1, 2009 – June 30).

Who does this apply to?

- The furlough program applies regardless of source of funds, place of work, or tenure status, including faculty, staff, administrators and all other employees in classified and unclassified positions, including but not limited to temporary grant, time-limited, intermittent, temporary employees, and new hires.
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Exceptions

- ❑ Employees whose annual gross earnings are \$24,218.90 or less will not be subject to the furlough program.
 - ❑ Owing to federal regulations, employees on H-1B visas are exempt from furlough leave without pay.
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Furlough Schedule - 2009

- ❑ October 2009 – October 12, Fall Break, University Closed
 - ❑ November 2009 – November 25, (Wed. preceding Thanksgiving Holidays), University Closed
 - ❑ December 2009- December 28, (Mon. following Winter Holidays), University Closed
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Furlough Schedule - 2010

- ❑ January 2010 – January 4, (Mon. following New Year Holiday), University Closed
 - ❑ February 2010 – Employees may select one day, in full or half day increments
 - ❑ March 2010 – Employees may select one day during Spring Break week, Mar 8 – 12
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Furlough Schedule

- For days on which the University is closed, benefits eligible employees who are not subject to the furlough because furloughs will reduce their salary to \$23,660 or less may elect to take annual leave or they may take the day without pay. Part-time and other non-benefit eligible employees will not be paid on days during which the University is closed.
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Furlough Schedule

- For furlough days taken at times when the University is not closed, employees must work with their supervisors to identify appropriate furlough days. Employees may schedule furlough time in partial-day or full-day increments. Supervisors must pre-approve the requested furlough day. Supervisors may approve or re-schedule furlough days as appropriate to meet departmental needs.
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Furlough Schedule

- For those employees who must work even when the University is closed, such as police officers, furlough days will be scheduled through their department head, with the approval of the division head. Three days must be taken by December 31, 2009, the remaining three must be taken by March 31, 2010.
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Employee Pay & Benefits

- Employees will continue to be paid for days worked and will not be paid for the days for which they take furlough leave without pay. Employees may not work or volunteer to work on furlough days and may not exceed 40 hours in combined furlough and work hours during the furlough week unless they are authorized, in advance, to do so by their supervisor.
 - The salary reduction will occur in the pay period in which the furlough leave without pay is taken.
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Employee Pay & Benefits

- Furlough leave without pay will not affect healthcare benefits. Employees will receive the same healthcare benefits as otherwise available to them. Accordingly, for example, employees will continue to accumulate annual and sick leave at their normal rate. An employee's review date, continuous CSU service, CSU hire date and leave accrual date will not be affected by any period of approved furlough.
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Employee Pay & Benefits

- Employees are expected to observe all paid holidays and are allowed to take accumulated annual and sick leave and other paid leave as approved. However, employees are still required to take required days of furlough leave without pay during the fiscal year and may not use other available leave to avoid taking required furlough leave without pay.
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Employee Pay & Benefits

- For employees covered by the Optional Retirement System, furlough leave without pay will not affect the employer or employee contributions. However, institutions must offer employees covered by the ORP the opportunity to reduce the employee's contribution to the amount based on actual earnings that reflect the furlough leave without pay.
 - For employees covered by the Teachers Retirement System of Georgia, furlough leave without pay will not affect the employer or the employee contributions.
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Employee Pay & Benefits

□ Calculation

- For an employee working full time on a fiscal year basis or contract (12 months, 1 FTE), the number of work days in the year: 260. The total number of work hours is 2,080.
 - For an employee working full time on an academic year contract the number of work days in the year: 195, i.e. $(260 \times .75)$. The total number of work hours is 1,560 $(2,080 \times .75)$.
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Employee Pay & Benefits

Sample Calculation

	Gross Annual Earnings	Annual work days	Annual work hours	Daily Rate (\$/annual work days)	Percent reduction at 6 days
Employee working full time for 12 months	\$40,000	260	2,080	\$ 153.85	2.3%
Employee working full time on 9 month contract	\$40,000 (12 month equiv salary = \$53,333)	195	1,560	\$ 205.13	2.3% of 12 mo equivalent, (3% of 10 mo salary)

Process

- The ADP Enterprise eTime system will be used to document furlough leave without pay. A furlough leave code will be established and will be reflected on hourly employees' timecards and monthly employees' leave statements.
- The Human Resources Department will track each employee's use of the six days of furlough leave without pay. Supervisors should monitor the use and reporting of the six days of furlough on the time sheet or monthly leave sheet to ensure compliance.

ADP Update

- Conversion complete August 10
 - Electronic time entry
 - Electronic approval
 - New employee self service
 - Long term, electronic leave submission
 - Electronic benefits selection
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During Transition

- Because the time entry system is so new, we are asking employees who utilize timesheets, and their supervisors, to continue to record time on paper timesheets as well as enter time into the time entry system for at least 3 pay periods so that we can be certain the system is working properly before eliminating paper time sheets.
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Paychecks

- The first paychecks produced on the new system will be dated August 28 for bi-weekly employees, and August 31 for monthly employees.
 - Direct deposit of pay will continue to the financial institution(s) we currently have on record.
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Paychecks

- Effective August 28, paychecks will no longer be picked up in Human Resources but will be delivered to the home address on record via mail by ADP. We have been told checks will be mailed two days prior to the pay date.
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Deadlines

- Upon conversion, time entry will be due in Human Resources no later than the last Friday in the pay period.
 - New hire paperwork will be needed at least one week prior to hire date if possible to insure proper processing.
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