

## **2017-2018 UConn Furlough Days Frequently Asked Questions\***

*This document is intended for all UConn employees represented by unions participating in the State Employee Bargaining Agent Coalition (SEBAC).*

### **1. What is a furlough day?**

A furlough is the placement of an employee in a temporary non-duty, non-pay status for budgetary reasons, where the reduction of salary is seen in the corresponding paycheck. Similar cost savings may be effectuated via a temporary reduction in salary, where an employee's pay is reduced over a period of time for budget-required reasons. Employees subject to a temporary salary reduction are given days off in lieu of a fixed furlough day since they have provided the equivalent dollar value via the pay reduction. In this document, both types of days off are referred to as furlough days.

### **2. Why are UConn employees represented by unclassified and classified unions subject to furlough days during the 2018 fiscal year?**

The State Employee Bargaining Agent Coalition (SEBAC) agreed on behalf of bargaining units represented by that coalition that all members will take three furlough days during fiscal year 2018.

### **3. When will the furlough and temporary salary reduction plan be in effect?**

Furlough requirements will be implemented on August 18, 2017 and continue through June 30, 2018. Effective immediately, all employees are encouraged to schedule their furlough days, including on August 25, 2017 or "Move-in day", subject to supervisor's approval.

### **4. Which UConn employees are subject to taking furlough days during the 2018 fiscal year?**

UConn employees affected are those covered by a bargaining unit which has negotiated an agreement that includes the SEBAC furlough days. This includes the University of Connecticut Chapter of the American Association of University Professors ("AAUP") and the University of Connecticut Professional Employees Association ("UCPEA"), NP-2 (Maintenance), NP-3 (Clerical), and P-2. NP-5 members will have a sick leave accrual reduction by  $\frac{1}{4}$  day spanning 12 months. Adjunct professors, Law School Faculty, student employees, Management/Confidential employees at campuses other than UConn Farmington, and Graduate Assistants will not be subject to furlough at this time.

### **5. When will I see the reduction in pay in my paychecks?**

Most bargaining units negotiated to spread the furlough cost over the fiscal year. The reduction will start with the pay period beginning on August 18, 2017. This reduction will first be seen in the paycheck issued on September 15, 2017, and span 21 pay periods. NP-3 (Clerical) and P-2 employees have negotiated options to spread the reduction in pay over many paychecks,

or to take a furlough where the value of the day is reduced from the specific pay period during which it is taken. NP-5 employee accrual reductions will be implemented for the 12 months starting September 1, 2017 and ending August 1, 2018.

**6. How many furlough days will I need to take?**

Full time employees subject to furlough will take three (3) furlough days during the 2018 fiscal year.

**7. May an employee take off furlough days in equivalent hour increments, or must it be the full day?**

Employees should take furlough days in increments of full days, with the exception of UCPEA employees, who may take hourly increments.

**8. What days will I need to take off?**

Employees are urged to consult their collective bargaining agreements, as the implementation of furlough day scheduling varies widely by contract. Generally, furlough days are scheduled in accordance with the below charts.

**Unclassified (Storrs and Regionals with Exception of UConn Farmington)**

<b>AAUP (Storrs/Regionals) and UCPEA</b>
Members may schedule three furlough days subject to the approval of the supervisor in accordance with University business needs and staffing requirements. UCPEA members are permitted to schedule in hourly increments.

**Classified**

<b>NP5 (Police and Fire)</b>	<b>NP3 (Clerical)</b>	<b>NP2 (Maintenance)</b>	<b>P2</b>
Members will have one quarter (1/4) of a sick day reduced per month for twelve months.	Members may schedule three furlough days, with the following as preferred days: 9/5/17, 11/24/17, 12/26/17, 3/9/18, 4/2/18, 5/11/18 and 6/15/18 (subject to the approval of the supervisor in accordance with University business needs and staffing requirements.)	Members may schedule three furlough days, with the following as preferred days: 9/1/17, 11/24/17, 12/22/17, 1/2/18, 4/2/18, and 5/25/18 (subject to the approval of the supervisor in accordance with University business needs and staffing requirements.)	Members shall take 3 furlough days on 11/24/17, 12/26/17 and 5/25/18, subject to University business/operating needs.

**9. Will affected part-time employees be subject to furloughs?**

Yes, part-time employees are subject to furloughs on a pro-rated basis. Again, furloughs only apply to part-time employees covered by a bargaining unit agreement that includes the SEBAC furlough day language.

**10. Are durational and temporary employees subject to furlough?**

Yes, temporary and durational employees who are represented by a bargaining unit will be subject to furlough days. This does not include special payroll employees who are not members of a bargaining unit.

**11. Are new employees subject to furloughs?**

Most employees hired into an affected bargaining unit prior to June 18, 2018 are subject to furlough. Classified employees will be subject to all three days no matter the date of hire, if it is within the 2018 fiscal year. AAUP and UCPEA employees will have the furlough days and temporary salary reduction prorated depending on hire date. Employees are encouraged to contact the UConn Office of Faculty and Staff Labor Relations (OFSLR) to discuss any specific circumstances involving new employees.

**12. What happens if I plan to leave state service during the 2018 fiscal year (July 1, 2017 – June 30, 2018)?**

UCPEA and AAUP employees who plan to leave the University may take furlough time pro-rated according to the amount of salary that will have been deducted as of the date of departure.

All classified employees who are employed during the 2018 fiscal year must fulfill the furlough days, regardless of the date separation. Therefore, it would be best to take the days prior to departure. If the reduction in pay has not been withheld in full prior to separation, the balance will be deducted from the last paycheck.

**13. How much will be deducted from my paycheck, or what is the value of a day?**

Please contact Payroll at 860-486-2423 for specific questions about calculations.

**14. What salary will be used in calculating the value of a day if an employee is receiving a temporary salary increase (TSI) or increase for Temporary Service in a Higher Class (TSHC)?**

An employee's base salary will be used to calculate the value of a day.

**15. How do I code a furlough day in CoreCT?**

The time reporting code for a furlough day is "LFRL".

**16. Who is responsible for ensuring employees complete the contractually appropriate furloughs?**

Consistent with the applicable labor agreements, an employee will be responsible for requesting, in writing, and receiving approval to schedule the furlough days off. Supervisors are responsible for monitoring staff to ensure the appropriate furlough days are taken off.

**17. How will furloughs affect employees who telecommute or have home duty stations?**

Regardless of work location, affected employees are subject to furloughs.

**18. Are employee leave accruals affected by furloughs or salary reductions?**

No, accruals are not affected except for NP-5 as negotiated in the applicable collective bargaining agreement.

**19. Are employees on leave (FMLA, parental, etc.) subject to furloughs and salary reductions?**

Employees on paid leave will be subject to salary reduction for those pay periods in which they are paid. Employees on unpaid leave will not be subject to furloughs and salary reductions for those unpaid periods. Employees are encouraged to contact the UConn Office of Faculty and Staff Labor Relations to discuss any specific circumstances.

**20. If an employee works in a grant-funded position, is the employee subject to the furlough days?**

Yes, the requirement of furlough days is not affected by funding sources.

**21. What alternatives does an employee have if the employee is asked to work on a furlough day listed as “preferred” in their collective bargaining agreement?**

The employee will have the furlough day rescheduled for a later date within the requisite period. If the employee is required to work part of the furlough day, then the remaining portion may be rescheduled accordingly.

**22. Can an employee substitute accrued leave e.g. PL, vacation or compensatory time for a furlough day?**

No, substitution cannot be accommodated.

**23. Can Managers or Supervisors schedule employees for overtime to make up for the loss of pay of a furlough day?**

No. Overtime authorization should be restricted and scrutinized during this period.

**24. Can an employee volunteer to work on a furlough day and not get paid for it?**

No.

**25. Will the furlough days have an impact on health or retirement benefits?**

Not for most employees. If, however, the employee is not a member of SERS, the employee should discuss this with the Human Resources Department.

**26. If an employee is on a sabbatical leave, is the employee subject to the furloughs?**

Yes. An employee on a sabbatical is generally still in paid status. The employee is, therefore, subject to the furloughs during periods of paid leave, pro-rated if appropriate.

**27. What happens for an employee who goes on Workers' Compensation?**

Because of the legal intricacies involved with workers compensation benefits, those situations will be reviewed individually. Whether the employee is working part time, receiving part pay or supplementing with accrued leave are additional issues that must be considered. Employees are encouraged to contact the UConn OFSLR to discuss any specific circumstances.

**28. What flexibility do employees have to choose alternate days when there are preferred furlough days?**

Employees with collective bargaining agreements that list “preferred” furlough days may work with supervisors to select alternate days to serve a furlough, subject to the supervisor’s approval and consistent with the business needs of the Department.

**29. What will happen if an employee fails to make a request to take the appropriate number of furlough days?**

If an employee does not submit a request for specific time off to be counted toward the employee’s required number of furlough days, the supervisor will schedule an employee for the appropriate number of furlough days.

**30. Can furlough days be taken all in the same month for employees who are not taking the fixed furlough days?**

Yes, subject to supervisory approval and consistent with the business needs of the Department.

***\* These FAQs, drafted September 1, 2017, are subject to clarification and amendment by the State Office of Labor Relations as the implementation of furlough days progresses. The University expects to provide a link to a comprehensive “FAQ” from the State Office of Labor Relations as soon as it is available.***