

UW System Proposed Furlough Implementation Plan
Submitted to OSER for Approval
June 30, 2009 (Revised and Resubmitted July 3, 2009)
Approved by OSER July 3, 2009

Revised per OSER Directive July 16, 2009

University of Wisconsin System
Plan and Guidelines for Implementation of the Governor's Mandated Furlough for
the 2009-2011 Biennium

Introduction

The Governor's furlough mandate, established in response to the State's projected budget shortfall, requires an effective cut in pay for all full-time 12-month employees equivalent to 16 days over the two-year period July 1, 2009 through June 30, 2011. The resulting furlough time off (FTO), required by the Governor and approved by the State Legislature, is required for all State and University employees, regardless of the funding sources used for their individual salaries and benefits. The mandatory furloughs result in a 3.065% annual pay reduction for each year of the biennium.

The UW System plan, described in these guidelines, has been developed for maximum flexibility and efficiency in administration, meeting specific requirements from the State and conforming to the academic calendars established at UW institutions. The plan attempts to minimize the negative impacts on individual employees, requiring an equitable administration of furloughs across institutions and employees. The guidelines are designed to comply with all applicable federal and state laws, union contracts, and existing UW System policies and procedures.

Implementing the Governor's Mandated Furloughs

Implementing the State's furlough plan for UW System presents a significant administrative challenge. Because this plan must comply with a complex web of Federal and State labor laws, the categories of employees (faculty, academic staff, classified staff) do not necessarily apply to the application of furlough procedures. These federal and state labor laws dictate that certain employees who do not normally report their work in hourly increments must do so when they are in "furlough status." To ignore this requirement would mean that the State and the University would incur substantial monetary risk.

Tables A, B, and C (attached) provide a useful reference for employees to determine how the furlough implementation will affect them individually:

- Faculty, instructional academic staff, legal counsel, physicians, non-exempt non-represented classified staff, and non-exempt represented classified staff whose unions have agreed to the 3.065% pay reduction option, will have their monthly/biweekly gross pay automatically reduced by 3.065% for each pay period worked, and will generate Furlough Time Off (FTO) for the individual based on their percent time in regular pay status.
- Non-instructional academic staff, limited appointees (including the UW System President, all 14 Chancellors, all 15 Provosts, all Deans, and others), employees in training, and exempt non-represented and exempt represented classified staff, will have monthly/biweekly gross pay reduced only as FTO is taken, up to the maximum of 8 days per fiscal year. The number of furlough days required will be proportional to the employee's percent time in regular pay status.

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- Non-exempt represented classified staff whose unions have not agreed to the 3.065% biweekly pay reduction will have biweekly gross pay reduced as FTO is taken adhering to union contract provisions, up to the maximum of 8 days per fiscal year based on their percent time in regular pay status.
- Classified limited term employees (LTEs) and hourly academic staff, will have their eligible work hours reduced by 3.065% without any required FTO.
- Employees paid on a lump sum basis will have a 3.065% reduction of gross pay without any required FTO.
- Employees whose employment requires student status (unclassified student assistants, e.g., TAs, RAs, PAs, GAs; and student hourly employees), will not be subject to the furlough.

Guidelines for Implementation

1. UW System will use a mix of four “fixed” and four “floating” furlough days in each year of the biennium to comply with the eight-day furlough requirement. In accordance with plans at other State agencies, all UW System institutions will be closed on the Friday after Thanksgiving (Nov. 27, 2009 and Nov. 26, 2010). In addition, each UW System institution must specify three additional fixed furlough days when the institution will be closed and only essential staff will work (as with normal holiday staffing). Essential staff who must work these days will be assigned alternate furlough time off (FTO). The three (3) additional fixed days for each year of the biennium may not conflict with UW System guidelines and all must be approved in advance by the UW System President.
2. Furlough time off (FTO) will be generated on a prorated basis according to percent time in regular pay status. For example, full-time 12-month employees will be required to take a total of 8 FTO days each year and full-time 9-month employees will be required to take 6 days of FTO each year, including the fixed furlough days and the corresponding number of floating furlough days.
3. For employees whose gross pay is automatically reduced each paycheck by 3.065%, the FTO time generated in a fiscal year must be used in the same fiscal year. Unused furlough days cannot be carried over to the next year or banked.
4. For employees whose pay is reduced only as the FTO is taken, the mandated furlough days must be taken during each fiscal year. The amount of furlough time taken per employee will be monitored and any required furlough time not taken will result in further action to accomplish the furlough mandate.

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5. For full-time staff (prorated for part-time staff) whose gross pay is reduced as FTO is taken, the FTO must be taken in at least two(2) hour increments which must total one day (8 hours) during one week to limit the number of weeks exempt employees need to be considered non-exempt. In addition, only one day (8 hours) per week of FTO may be taken to avoid generating unemployment insurance claims.
6. Employees must be specifically directed not to work any time during which they are scheduled to be on furlough, without the specific authorization of their supervisor or manager. Such work includes being physically present in the work place, work at home, work online, work on the telephone, “working lunches,” work on a Blackberry or work on a cell phone. All such unscheduled, unapproved work in furlough weeks is prohibited. Violation of this prohibition may result in discipline.
7. For full-time (prorated for part-time staff) faculty, instructional academic staff, legal counsel and physicians (Table A) whose gross pay is automatically reduced by 3.065% each pay period, FTO may be used before it is accrued and may be used in half day (four-hour) increments. A maximum of one day (8 hours) per week of FTO may be taken to avoid generating unemployment insurance claims.

Revised
7/16/2009

For full-time (prorated for part-time staff) staff in Tables B and C whose gross pay is automatically reduced by 3.065% each pay period, FTO may be used before it is accrued and must be taken in at least two (2) hour increments and must not exceed one day (8 hours) during one week to avoid generating unemployment insurance claims.

8. Supervisors are responsible for approving and scheduling of FTO before it is used/taken, just as they are responsible for approving other scheduled leave time. Supervisors should work with employees to monitor FTO taken and avoid situations where individual employees face unexpected financial hardship because they must then take all or most of the unused floating furlough days in the last month of the fiscal year or contract period. If needed, supervisors may direct involuntary scheduling of floating FTO days to accommodate operational needs and to ensure full compliance with the furlough mandate.
9. If necessary, for employees whose pay is being reduced each paycheck and who leave UW System employment, adjustments will be made in the final pay check to reconcile any required furlough pay by reimbursing excess FTO taken.
10. An employee may substitute furlough days/hours for any approved paid leave as long as the use of the furlough time meets the requirements of the UW System furlough plan and is approved by her/his supervisor. For example, an employee may use furlough time in conjunction with an approved vacation schedule or in substitution for a sick day, as long as such furlough time is limited to 8 hours per week. In addition, employees may not forfeit other paid leave such as vacation instead of taking unpaid furloughs.

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11. Employees on unpaid medical leaves will be able to charge up to 64 hours per fiscal year of that leave to furlough. During the period that the employee is both medically unable to work and unpaid, the furlough hours per week may total up to the employees budgeted FTE.
12. Employees on military leave for active duty (excluding annual military leave) are not subject to furloughs. Employees who have been on active duty and return to their university position will have prorated furloughs for their remaining furlough obligation.
13. Employees may not volunteer to work on university business while on furlough, which will result in a reduction in productivity.
14. All time that employees spend on furlough must be recorded as FTO. Distinct pay type codes for FTO identification will be entered on the UW Service Center payroll.
15. Faculty and instructional academic staff will not schedule furlough days that conflict with their direct instructional duties, including labs, recitation/discussion sections, and scheduled examinations.
16. Furloughs for sessional employment (summer, interim, winterim, etc.) will be accomplished by a 3.065% reduction in payment for those paid on a lump sum basis and by generation of up to 2 days of furlough requirement for those working full-time (pro-rated for part-time) for two months or more in the summer. In no case will an employee generate an FTO requirement of more than 8 days for each year of the 2009-2011 biennium.
17. Existing employment agreements with H-1B and E-3 visa holders will not be subject to salary reduction, and these employees will not be furloughed per federal law. Employment agreements entered into beginning July 1, 2009, for new H-1B and E-3 hires, or for current H-1B or E-3 employees requiring visa extensions, covering any time during the furlough period will have a reduction of 3.065% to salary with no furlough days taken just as is done with lump sum payments. However, no reduction of salary for a new or continuing H-1B or E-3 employee shall lower the salary below the prevailing wage established for that employee through the prevailing wage process mandated by the federal Department of Labor.

University of Wisconsin System Plan for Implementation of Governor's Furlough Mandate for 2009-11 Biennium
REVISED AND RESUBMITTED TO OSER FOR APPROVAL - July 3, 2009
APPROVED BY OSER JULY 3, 2009

Table A Revised July 16, 2009

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TABLE A
FACULTY, INSTRUCTIONAL ACADEMIC STAFF, LEGAL COUNSEL, and PHYSICIANS – REGARDLESS OF FUNDING SOURCE

PAY BASIS 100% appointment (see note for part-time appointments)	Furlough Implementation Each Fiscal Year July 1, 2009 through June 30, 2011	Revised July 16, 2009 Furlough Time Off (FTO) Reporting Requirements	Example of Salary Calculation	Furlough Implementation Roll Out Plans July 1, 2009 through June 30, 2011 (Roll Out Plans not subject to OSER approval)
12 month (A-basis)	Mandatory 8 days of furlough. 8 days (64 hours) equates to 3.065% reduction each pay period. Furlough time cannot be taken on instructional days.	Will need to report when FTO is taken on monthly leave slip. Use and report FTO in no less than 4 hour increments. No more than 8 hours of FTO may be taken in one week.	\$36,000 12-month salary \$3,000 monthly gross salary \$91.95 = 3.065% reduction \$2,908.05 revised monthly gross \$1,103.40 = 12-month furlough salary reduction (\$91.95 x 12 months)	Begin the 3.065% reduction July 1, 2009. Reduction will show on the August 1, 2009 paycheck. Staff may begin taking furlough days as of July 1, 2009.
9 month (C-basis)	Mandatory 6 days of furlough. 6 days (48 hours) equates to 3.065% reduction each pay period. Furlough time cannot be taken on instructional days.	Will need to report when FTO is taken on monthly leave slip. Use and report FTO in no less than 4 hour increments. No more than 8 hours of FTO may be taken in one week.	\$36,000 9-month salary \$4,000 monthly gross salary \$122.60 = 3.065% reduction \$3,877.40 revised monthly gross \$1,103.40 = 9-month furlough salary reduction (\$122.60 x 9 months)	Begin the 3.065% reduction with the start of the C-basis pay period. Staff may begin taking furlough days with the beginning of the C-basis pay period.
Summer Support	Mandatory 2 days of furlough for those working full-time for 8 weeks. 2 days (16 hours) equates to 3.065% reduction. If work more than 8 weeks no additional furlough days are required. If work less than 8 weeks, mandated furlough days will be pro-rated. Furlough time cannot be taken on instructional days.	Will need to report when FTO is taken on monthly leave slip. Use and report FTO in no less than 4 hour increments. No more than 8 hours of FTO may be taken in one week.	\$8,000 summer support salary \$4,000 monthly gross salary \$122.60 = 3.065% reduction \$3,877.40 revised monthly gross \$245.20 = summer support salary reduction (\$122.60 x 2 months)	Summer support payments processed in July that include both June and July "work" days will have the 3.065% reduction applied to the July days only.
Lump Sum	Lump sum payment will be decreased by 3.065%. No furlough time off generated.	No reporting requirement.	\$3,000 gross lump sum \$91.95 = 3.065% reduction \$2,908.05 revised gross pay	Summer support lump sum payments made from appointments with a lump sum salary basis that includes both pre-July 1 and July 1 forward "work" days will be processed separately. The 3.065% reduction will be applied to the July days only.

NOTE: For part-time 12-month and 9-month faculty, instructional academic staff, legal counsel, and physicians the same methodology will be used by reducing the monthly gross salary by 3.065% for a revised monthly gross salary.

**University of Wisconsin System Plan for Implementation of Governor's Furlough Mandate for 2009-11 Biennium
REVISED AND RESUBMITTED TO OSER FOR APPROVAL – July 3, 2009**

APPROVED BY OSER JULY 3, 2009

Table B Revised July 16, 2009

**TABLE B
NON-INSTRUCTIONAL ACADEMIC STAFF, LIMITED APPOINTEES, AND EMPLOYEES IN TRAINING*– REGARDLESS OF FUNDING SOURCE**

PAY BASIS 100% Appointment (see note for part-time appointments)	Furlough Implementation Each Fiscal Year July 1, 2009 through June 30, 2011	Revised July 16, 2009 Furlough Time Off (FTO) Reporting Requirements	Example of Salary Calculation if taking one furlough day a month	Furlough Implementation Roll Out Plans July 1, 2009 through June 30, 2011 (Roll Out Plans not subject to OSER approval)
12 month (A-basis)	Mandatory 8 days of furlough. Pay reduced for each day of furlough taken.	FTO taken must equal 8 hours per week (taken in no less than 2-hour increments per day). In a week FTO is taken, the hours in pay status (e.g., hours worked, vacation hours) cannot exceed 32 hours for total time for an FTO week not to exceed 40 hours. Both FTO and hours in pay status need to be reported on the furlough time report.	\$36,000 12-month salary \$3,000 monthly gross salary 174 hours per month \$17.24 per hour \$137.92 per day reduction \$2,862.08 revised monthly gross \$1,103.36 = 8 days of furlough salary reduction (\$137.92 x 8 days)	Staff will start accruing and taking furlough days as of July 1, 2009.
9 month (C-basis)	Mandatory 6 days of furlough. Pay reduced for each day of furlough taken.	FTO taken must equal 8 hours per week (taken in no less than 2-hour increments per day). In a week FTO is taken, the hours in pay status (e.g., hours worked, sick leave hrs.) cannot exceed 32 hours for total time for an FTO week not to exceed 40 hours. Both FTO and hours in pay status need to be reported on the furlough time report	\$36,000 9-month salary \$4,000 monthly gross salary 174 hours per month \$22.99 per hour \$183.92 per day reduction \$3,816.08 revised monthly gross \$1,103.52 = 6 days of furlough salary reduction (\$183.92 x 6 days)	Staff will start accruing and taking furlough days with the start of the C-basis pay period.
Summer Support	Mandatory 2 days of furlough for those working full-time for 8 weeks. 2 days (16 hours) equates to 3.065% reduction. If work more than 8 weeks no additional furlough days are required. If work less than 8 weeks, mandated furlough days will be pro-rated.	Will need to report when FTO is taken on the furlough time report. Use and report FTO in no less than 4 hour increments. No more than 8 hours of FTO may be taken in one week.	\$8,000 summer support salary \$4,000 monthly gross salary \$122.60 = 3.065% reduction \$3,877.40 revised monthly gross \$245.20 = summer support salary reduction (\$122.60 x 2 months)	Summer support payments processed in July that include both June and July "work" days will have the 3.065% reduction applied to the July days only.
Lump Sum	Lump sum payment will be decreased by 3.065%. No furlough time off generated.	No reporting requirement	\$3,000 gross lump sum \$91.95 = 3.065% reduction \$2,908.05 revised gross pay	Summer support lump sum payments made from appointments with a lump sum salary basis that includes both pre-July 1 and July 1 forward "work" days will be processed separately. The 3.065% reduction will be applied to the July days only.
Hourly Academic Staff	Eligible HOURS will be reduced by 3.065%. No furlough time off generated.	Supervisors must keep track of hours reduced.		Begins July 1, 2009

*Except Graduate Interns/Trainees, Post-Doctoral Fellows/Trainees and PostGraduate Trainees.

NOTE: For part-time 12-month and 9-month non-instructional academic staff, employees in training, and limited appointees, the same methodology will be used by calculating a daily rate for the partial day worked. Summer Support monthly gross salary will be reduced by 3.065% for a revised summer support monthly gross salary.

TABLE C (Continued on next page)

CLASSIFIED STAFF – REGARDLESS OF FUNDING SOURCE

100% Appointment (see note below for part time appointments)	Furlough Implementation Each Fiscal Year July 5, 2009 through June 18, 2011	Furlough Time Off (FTO) Reporting Requirements	Example of Salary Calculation if taking one furlough day per bi-weekly pay period	Furlough Implementation Roll Out Plans July 5, 2009 through June 18, 2011 (Roll Out Plans not subject to OSER approval)
Non-represented (permanent and project) Exempt	Mandatory 8 days of furlough. Pay reduced for each day of furlough taken.	FTO taken must equal 8 hours per week (taken in no less than 2-hour increments per day) In a week FTO is taken, the hours in pay status (e.g., hours worked, hours of vacation) cannot exceed 32 hours for total time for an FTO week not to exceed 40 hours. Both FTO and hours in pay status need to be reported on the bi-weekly timesheet.	\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$137.92 per day reduction (8 hr * \$17.24) \$1,241.28 revised gross bi-weekly salary \$1,103.36 = 8 days of furlough salary reduction (\$137.92 x 8 days)	For 2009-10, staff may begin taking FTO effective July 5, 2009 through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010. For 2010-11, staff may begin taking FTO effective June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.
Non-represented (permanent and project) Non-exempt	Mandatory 8 days of furlough. 8 days (64 hours) equates to 3.065% reduction over 12 months.	Will need to report when FTO is taken on the bi-weekly timesheet. Use and report FTO in no less than 2- hour increments. No more than 8 hours of FTO may be taken in one week	\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$42.27 = 3.065% bi-weekly reduction \$1,336.93 revised gross bi-weekly salary \$1,099.02 = 12-month furlough salary reduction (\$42.27 x 26 pay periods)	For 2009-10, the effective date of the furlough is July 5, 2009. Therefore, dollars need to be recouped over 25 pay periods rather than 26. The percent reduction to begin July 5, 2009 will be (3.188%). Staff may start taking FTO beginning July 5, 2009 through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010. For 2010-11, 26 pay periods will be available. Therefore, the percent reduction will be 3.065% for the time period June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.
WSEU Exempt MOU Signed July 2, 2009	Mandatory 8 days of furlough. Pay reduced for each day of furlough taken.	FTO taken must equal 8 hours per week (taken in no less than 2-hour increments per day). In a week FTO is taken, the hours in pay status (e.g., hours worked, hours of vacation) cannot exceed 32 hours for total time for an FTO week not to exceed 40 hours. Both FTO and hours in pay status need to be reported on the bi-weekly timesheet.	\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$137.92 per day reduction (8 hr * \$17.24) \$1,241.28 revised gross bi-weekly salary \$1,103.36 = 8 days of furlough salary reduction (\$137.92 x 8 days)	For 2009-10, staff may begin taking FTO effective July 5, 2009 through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010. For 2010-11, staff may begin taking FTO effective June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.
WSEU Non-Exempt MOU Signed July 2, 2009	Mandatory 8 days of furlough. 8 days (64 hours) equates to 3.065% reduction over 12 months.	Will need to report when FTO is taken on the bi-weekly timesheet. Use and report FTO in no less than 2-hour increments. No more than 8 hours of FTO may be taken in one week	\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$42.27 = 3.065% bi-weekly reduction \$1,336.93 revised gross bi-weekly salary \$1,099.02 = 12-month furlough salary reduction (\$42.27 x 26 pay periods)	For 2009-10, the effective date of the furlough is July 5, 2009. Therefore, dollars need to be recouped over 25 pay periods rather than 26. The percent reduction to begin July 5, 2009 will be (3.188%). Staff may start taking FTO beginning July 5, 2009 through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010. For 2010-11, 26 pay periods will be available. Therefore, the percent reduction will be 3.065% for the time period June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.

NOTE: For part-time exempt classified staff (non-represented and represented pending union agreement), the same methodology will be used by calculating a daily rate for the partial day worked. For part-time non-exempt classified staff (non-represented and represented pending union agreement), the same methodology will be used by reducing the bi-weekly gross salary by 3.065% for a revised bi-weekly gross salary.

100% Appointment (see note below for part time appointments)	Furlough Implementation Each Fiscal Year July 5, 2009 through June 18, 2011	Furlough Time Off (FTO) Reporting Requirements	Example of Salary Calculation if taking one furlough day per bi-weekly pay period	Furlough Implementation Roll Out Plans July 5, 2009 through June 18, 2011 (Roll Out Plans not subject to OSER approval)
<p>WEAC</p> <p>Exempt</p> <p>MOU Signed July 16, 2009</p> <p><i>Added July 23, 2009</i></p>	<p>Mandatory 8 days of furlough. Pay reduced for each day of furlough taken.</p>	<p>FTO taken must equal 8 hours per week (taken in no less than 2-hour increments per day).</p> <p>In a week FTO is taken, the hours in pay status (e.g., hours worked, hours of vacation) cannot exceed 32 hours for total time for an FTO week not to exceed 40 hours. Both FTO and hours in pay status need to be reported on the bi-weekly timesheet.</p>	<p>\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$137.92 per day reduction (8 hr * \$17.24) \$1,241.28 revised gross bi-weekly salary</p> <p>\$1,103.36 = 8 days of furlough salary reduction (\$137.92 x 8 days)</p>	<p>For 2009-10, staff may begin taking FTO effective July 19, 2009 (the effective date of the WEAC MOU) through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010.</p> <p>For 2010-11, staff may begin taking FTO effective June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.</p>
<p>WEAC</p> <p>Non-Exempt</p> <p>MOU Signed July 16, 2009</p> <p><i>Added July 23, 2009</i></p>	<p>Mandatory 8 days of furlough. 8 days (64 hours) equates to 3.065% reduction over 12 months.</p>	<p>Will need to report when FTO is taken on the bi-weekly timesheet.</p> <p>Use and report FTO in no less than 2-hour increments. No more than 8 hours of FTO may be taken in one week</p>	<p>\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$42.27 = 3.065% bi-weekly reduction \$1,336.93 revised gross bi-weekly salary</p> <p>\$1,099.02 = 12-month furlough salary reduction (\$42.27 x 26 pay periods)</p>	<p>For 2009-10, the effective date of the WEAC MOU is July 19, 2009. Therefore, dollars need to be recouped over 24 pay periods rather than 26. The percent reduction to begin July 19, 2009 will be 3.320%. Staff may start taking FTO beginning July 19, 2009 through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010.</p> <p>For 2010-11, 26 pay periods will be available. Therefore, the percent reduction will be 3.065% for the time period June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.</p>
<p>WLEA</p> <p>Non-Exempt</p> <p>MOU Signed Aug. 4, 2009</p> <p><i>Added Aug. 6, 2009</i></p>	<p>Mandatory 8 days of furlough. 8 days (64 hours) equates to 3.065% reduction over 12 months.</p>	<p>Will need to report when FTO is taken on the bi-weekly timesheet.</p> <p>Use and report FTO in no less than 2-hour increments.</p> <p>Staff in titles assigned to pay range 36-42 may take up to 8 hours of FTO in one week. Staff in titles assigned to pay range 36-40 may take up to 10 hours of FTO in one week. Staff in titles assigned to pay range 36-41 may take up to 12 hours of FTO in one week. Institutions may exceed the limits listed above for WLEA members as long as it does not result in an unemployment insurance liability.</p>	<p>\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$42.27 = 3.065% bi-weekly reduction \$1,336.93 revised gross bi-weekly salary</p> <p>\$1,099.02 = 12-month furlough salary reduction (\$42.27 x 26 pay periods)</p>	<p>For 2009-10, the effective date of the WLEA MOU is August 2, 2009. Therefore, dollars need to be recouped over 23 pay periods rather than 26. The percent reduction to begin August 2, 2009 will be 3.463%. Staff may start taking FTO beginning August 2, 2009 through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010.</p> <p>For 2010-11, 26 pay periods will be available. Therefore, the percent reduction will be 3.065% for the time period June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.</p>

NOTE: For part-time exempt classified staff (non-represented and represented pending union agreement), the same methodology will be used by calculating a daily rate for the partial day worked. For part-time non-exempt classified staff (non-represented and represented pending union agreement), the same methodology will be used by reducing the bi-weekly gross salary by 3.065% for a revised bi-weekly gross salary.

100% Appointment (see note below for part time appointments)	Furlough Implementation Each Fiscal Year July 5, 2009 through June 18, 2011	Furlough Time Off (FTO) Reporting Requirements	Example of Salary Calculation if taking one furlough day per bi-weekly pay period	Furlough Implementation Roll Out Plans July 5, 2009 through June 18, 2011 (Roll Out Plans not subject to OSER approval)
<p>WPEC</p> <p>Exempt</p> <p>MOU Signed Aug. 11, 2009</p> <p><i>Added Aug. 12, 2009</i></p>	<p>Mandatory 8 days of furlough. Pay reduced for each day of furlough taken.</p>	<p>For staff in titles assigned to pay ranges 07-04 and 07-05 FTO taken must equal 8 hours per week (taken in no less than 2-hour increments per day). In a week FTO is taken, the hours in pay status (e.g., hours worked, hours of vacation) cannot exceed 32 hours for total time for an FTO week not to exceed 40 hours. Both FTO and hours in pay status need to be reported on the bi-weekly timesheet.</p> <p>For staff in titles assigned to pay ranges 07-02 and 07-03 FTO must equal a minimum of 8 hours per week up to a maximum of 10 hours per week (taken in no less than 2-hour increments per day). In a week FTO is taken, the hours in pay status (e.g., hours worked, hours of vacation) cannot exceed 30 - 32 hours for total time for an FTO week not to exceed 40 hours. Both FTO and hours in pay status need to be reported on the bi-weekly timesheet.</p> <p>Institutions may exceed the FTO limits for WPEC members as long as it does not result in an unemployment insurance liability. However, in a week FTO is taken, FTO hours and hours in pay status must always equal 40.</p>	<p>\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$137.92 per day reduction (8 hr * \$17.24) \$1,241.28 revised gross bi-weekly salary</p> <p>\$1,103.36 = 8 days of furlough salary reduction (\$137.92 x 8 days)</p>	<p>For 2009-10, WPEC staff may begin taking FTO effective August 2, 2009 through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010.</p> <p>For 2010-11, staff may begin taking FTO effective June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.</p>
<p>WPEC</p> <p>Non-Exempt</p> <p>MOU Signed Aug. 11, 2009</p> <p><i>Added Aug. 12, 2009</i></p>	<p>Mandatory 8 days of furlough. 8 days (64 hours) equates to 3.065% reduction over 12 months.</p>	<p>Will need to report when FTO is taken on the bi-weekly timesheet. Use and report FTO in no less than 2-hour increments.</p> <p>Staff in titles assigned to pay ranges 07-04 and 07-05 may take up to 8 hours of FTO in one week. Staff in titles assigned to pay ranges 07-02 and 07-03 may take up to 10 hours of FTO in one week. Institutions may exceed the limits listed above for WPEC members as long as it does not result in an unemployment insurance liability.</p>	<p>\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$42.27 = 3.065% bi-weekly reduction \$1,336.93 revised gross bi-weekly salary</p> <p>\$1,099.02 = 12-month furlough salary reduction (\$42.27 x 26 pay periods)</p>	<p>For 2009-10, WPEC MOU will be effective with the pay period beginning August 2, 2009. Therefore, dollars need to be recouped over 23 pay periods rather than 26. The percent reduction to begin August 2, 2009 will be 3.463%. Staff may start taking FTO beginning August 2, 2009 through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010.</p> <p>For 2010-11, 26 pay periods will be available. Therefore, the percent reduction will be 3.065% for the time period June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.</p>

NOTE: For part-time exempt classified staff (non-represented and represented pending union agreement), the same methodology will be used by calculating a daily rate for the partial day worked. For part-time non-exempt classified staff (non-represented and represented pending union agreement), the same methodology will be used by reducing the bi-weekly gross salary by 3.065% for a revised bi-weekly gross salary.

100% Appointment (see note below for part time appointments)	Furlough Implementation Each Fiscal Year July 5, 2009 through June 18, 2011	Furlough Time Off (FTO) Reporting Requirements	Example of Salary Calculation if taking one furlough day per bi-weekly pay period	Furlough Implementation Roll Out Plans July 5, 2009 through June 18, 2011 (Roll Out Plans not subject to OSER approval)
<p>WSP</p> <p>Exempt</p> <p>MOU Signed Aug. 14, 2009</p> <p><i>Added Aug. 17, 2009</i></p>	<p>Mandatory 8 days of furlough. Pay reduced for each day of furlough taken.</p>	<p>FTO taken must equal 8 hours per week (taken in no less than 2-hour increments per day). In a week FTO is taken, the hours in pay status (e.g., hours worked, hours of vacation) cannot exceed 32 hours for total time for an FTO week not to exceed 40 hours. Both FTO and hours in pay status need to be reported on the bi-weekly timesheet.</p>	<p>\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$137.92 per day reduction (8 hr * \$17.24) \$1,241.28 revised gross bi-weekly salary</p> <p>\$1,103.36 = 8 days of furlough salary reduction (\$137.92 x 8 days)</p>	<p>For 2009-10, WSP staff may begin taking FTO effective August 2, 2009 through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010.</p> <p>For 2010-11, staff may begin taking FTO effective June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.</p>
<p>WSP</p> <p>Non-Exempt</p> <p>MOU Signed Aug. 14, 2009</p> <p><i>Added Aug. 17, 2009</i></p>	<p>Mandatory 8 days of furlough. 8 days (64 hours) equates to 3.065% reduction over 12 months.</p>	<p>Will need to report when FTO is taken on the bi-weekly timesheet. Use and report FTO in no less than 2-hour increments. No more than 8 hours of FTO may be taken in one week</p>	<p>\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$42.27 = 3.065% bi-weekly reduction \$1,336.93 revised gross bi-weekly salary</p> <p>\$1,099.02 = 12-month furlough salary reduction (\$42.27 x 26 pay periods)</p>	<p>For 2009-10, effective date of the WSP MOU is August 2, 2009. Therefore, dollars need to be recouped over 23 pay periods rather than 26. The percent reduction to begin August 2, 2009 will be 3.463%. Staff may start taking FTO beginning August 2, 2009 through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010.</p> <p>For 2010-11, 26 pay periods will be available. Therefore, the percent reduction will be 3.065% for the time period June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.</p>
<p>SEIU</p> <p>Exempt</p> <p>MOU Signed Aug. 14, 2009</p> <p><i>Added Aug. 20, 2009</i></p>	<p>Mandatory 8 days of furlough. Pay reduced for each day of furlough taken.</p>	<p>Number of hours in a furlough day will be based on an employee's scheduled shift (e.g., 4, 8, 10, 12 or more hours) provided it does not result in an unemployment compensation liability. Employees scheduled for more than 8-hour shifts may work with their supervisors to modify schedules to provide for use of less furlough hours than the length of their scheduled shift provided it does not result in an unemployment compensation liability.</p>	<p>\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$137.92 per day reduction (8 hr * \$17.24) \$1,241.28 revised gross bi-weekly salary</p> <p>\$1,103.36 = 8 days of furlough salary reduction (\$137.92 x 8 days)</p>	<p>For 2009-10, SEIU staff may begin taking FTO effective August 16, 2009 through June 19, 2010. ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010.</p> <p>For 2010-11, staff may begin taking FTO effective June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.</p>
<p>Building Trades</p> <p>Non-Exempt</p> <p>MOU Signed September 22, 2009</p> <p><i>Added Sept. 23, 2009</i></p>	<p>Mandatory 8 days of furlough. 8 days (64 hours) equates to 3.065% reduction over 12 months.</p>	<p>Will need to report when FTO is taken on the bi-weekly timesheet. Use and report FTO in no less than 2-hour increments. No more than 8 hours of FTO may be taken in one week</p>	<p>\$17.24/hour (\$36,000/yr) \$1,379.20 gross bi-weekly salary \$42.27 = 3.065% bi-weekly reduction \$1,336.93 revised gross bi-weekly salary</p> <p>\$1,099.02 = 12-month furlough salary reduction (\$42.27 x 26 pay periods)</p>	<p>For 2009-10, effective date of the Building Trades MOU is September 13, 2009. Therefore, dollars need to be recouped over 20 pay periods rather than 26. The percent reduction to begin September 13, 2009 will be 3.980%. Staff may start taking FTO beginning September 13, 2009 through June 19, 2010. Additionally, staff may substitute furlough days for vacation days used since July 6, 2009 <u>provided no overtime was incurred during that week.</u> ALL 2009-10 FTO MUST BE TAKEN BY JUNE 19, 2010.</p> <p>For 2010-11, 26 pay periods will be available. Therefore, the percent reduction will be 3.065% for the time period June 20, 2010 through June 18, 2011. ALL 2010-11 FTO MUST BE TAKEN BY JUNE 18, 2011.</p>

NOTE: For part-time exempt classified staff (non-represented and represented pending union agreement), the same methodology will be used by calculating a daily rate for the partial day worked. For part-time non-exempt classified staff (non-represented and represented pending union agreement), the same methodology will be used by reducing the bi-weekly gross salary by 3.065% for a revised bi-weekly gross salary.

100% Appointment (see note below for part time appointments)	Furlough Implementation Each Fiscal Year July 5, 2009 through June 18, 2011	Furlough Time Off (FTO) Reporting Requirements	Example of Salary Calculation if taking one furlough day per bi-weekly pay period	Furlough Implementation Roll Out Plans July 5, 2009 through June 18, 2011 (Roll Out Plans not subject to OSER approval)
<p>SEA</p> <p><i>Added Sept. 23, 2009</i></p>	<p>N/A/</p>	<p>N/A</p>	<p>N/A</p>	<p>OSER has not signed an MOU with the State Engineers Association (SEA). SEA members are not permitted to take FTO. However, in order to address the projected budget shortfall in the 2009-11 biennium, contract provision will be implemented per OSER’s instructions.</p>
<p>Limited Term Employee (LTE)</p>	<p>Eligible HOURS will be reduced by 3.065%. No furlough time off generated.</p>	<p>Supervisors must keep track of hours reduced.</p>	<p>1,043 = Normal work hour schedule 32 hours = 3.065% hour reduction (1,043 hrs. * 3.065%)</p> <p>1,011 hours = maximum hours available to work under furlough provisions</p>	<p>For 2009-10, the effective date of the furlough is July 5, 2009. Therefore, dollars need to be recouped over 25 pay periods rather than 26. Thus, the percent reduction in eligible HOURS will be 3.188%. For 2010-11, 26 pay periods will be available. Therefore, the percent reduction in eligible HOURS will be 3.065%.</p>

NOTE: For part-time exempt classified staff (non-represented and represented pending union agreement), the same methodology will be used by calculating a daily rate for the partial day worked. For part-time non-exempt classified staff (non-represented and represented pending union agreement), the same methodology will be used by reducing the bi-weekly gross salary by 3.065% for a revised bi-weekly gross salary.