

**FY10 Temporary Layoff/Furlough Program for  
Academic Administrators, Institutional Officials, Merit Supervisory & Confidential,  
and Professional & Scientific Employees**

**Frequently Asked Questions**

**Updated January 12, 2010**

**General Program Requirements**

**1. Which employees does this program apply to?**

This temporary layoff/furlough (TL/F) program includes academic administrators, institutional officials, merit supervisory & confidential, and professional & scientific staff. Temporary employees in these employee groups working a weekly schedule of 50% time or greater are included in the program. This program does not include employees holding an H1-B visa, graduate assistants, student employees, Early Retirement Incentive Program participants, employees on military leave for active duty (excluding annual military leave), employees on approved long term disability leave, staff covered by the AFSCME contract, faculty, non-unit faculty (adjuncts), or temporary employees with a weekly schedule of less than 50% time.

**2. Are employees on Phased Retirement required to take TL/F time?**

Yes. Employees on Phased Retirement are required to take TL/F time based on their FY10 phased retirement salary.

**3. How much TL/F time am I required to take?**

Full time 12 month employees with an annual salary of \$60,000 or less will be required to take three (3) TL/F days; greater than \$60,000 up to and including \$90,000 will be required to take five (5) days; greater than \$90,000 up to and including \$120,000 will be required to take seven (7) days; greater than \$120,000 will be required to take nine (9) days; and the University President will take twelve (12) days. TL/F time will be prorated for employees with nine, ten, or eleven month appointments and/or part-time schedules. See the table in the [FY10 Temporary Layoff/Furlough Program](#) communication for specifics on those appointment categories.

**4. When can I take the required TL/F time?**

Salaried employees may take their TL/F time as early as December 6, 2009 and must take their TL/F time no later than June 30, 2010 (or no later than June 12, 2010 for merit supervisory & confidential or hourly professional & scientific staff in order for the salary savings to be applied in FY10).

**5. Are new hires expected to participate in the TL/F program?**

Yes. A new hire with a start date before January 1, 2010 will be required to participate fully (the amount of time and pay reduction will not be prorated). A new hire with a start date of January 1, 2010 or later will be required to participate, but will have a prorated number of days and pay reduction.

**6. If I terminate employment before the end of this program, how will I be impacted in terms of this program?**

An employee who terminates employment on or before December 31, 2009 will be exempted from the TL/F program. An employee who terminates employment on or after January 1, 2010 will be required to participate but will have a prorated number of days and pay reduction. If, at the time of termination, the employee has taken TL/F time and is either overpaid or underpaid based on the required number of days, a wage adjustment will be made.

**7. My salary is funded from non-general fund sources. Am I required to participate in the TL/F program?**

Yes. Employees identified in question #1 are required to participate, regardless of funding source.

It is not certain if all federal agencies will have a consistent response to mandated furloughs. Funding agencies and donors expect institutions to have policies in place regarding the payment of salary and wages for employees which are consistently applied regardless of the source of funds and that reflect no more than the percentage of time actually devoted to the project. Since the University has the legal authority to impose furloughs on employees, funding agencies and donors would not have a basis to object to such a policy as long as the policy does not violate the terms and conditions of the grant/contract/gift and all funds remain available for applicable grant/contract/gift activities. All savings for employees on grant funding will accrue to the grant accounts to be redirected to grant activities.

**8. Will I be required to take TL/F while on a leave of absence?**

If the leave is unpaid, employees may run TL/F time concurrently with unpaid leave. Employees should work with their supervisor to designate TL/F time. If the leave is paid leave (using vacation or sick time), employees can either take TL/F hours when they return to work or they can work with their supervisor to designate TL/F time in lieu of using vacation or sick time.

Employees on approved long term disability leave are exempt from the program. If an employee returns to work from an approved long term disability leave, they will be responsible for a prorated amount of TL/F time based on the amount of time remaining in the TL/F program.

**9. What if I experience a change in scheduled hours per week, appointment category, or salary during the TL/F period? Will my TL/F hours calculation change?**

TL/F hours calculations will be adjusted if an employee experiences a change during the TL/F period such as a change in salary that would put them in a different TL/F salary bracket or a change in scheduled hours per week or appointment category. Once the PAF has been processed with the change, the change in TL/F hours will be reflected on the reports available to supervisors. Supervisors click [here](#) for instructions on accessing these reports.

### **Paycheck Impact**

**10. How will my pay be reduced for the TL/F time I am required to take?**

For salaried employees, the percentage of pay reduction noted in the chart in the [FY10 Temporary Layoff/Furlough Program](#) communication will be multiplied by the employee's annual salary. That amount will be equally adjusted from the January through June 2010 paychecks for those on 12 month pay frequency. For those on 10 month pay frequency, the amount will be equally adjusted from the January through May 2010 paychecks.

For hourly or hourly paid salary employees (includes all Merit Supervisory & Confidential plus those Professional & Scientific employees paid on an hourly basis), the reductions will be reflected in that month's paycheck if taken before the pay period cutoff or in the next month's paycheck if taken after the pay period cutoff. (Click [here](#) for pay period cutoff dates).

**11. For salaried employees, is the salary reduction percentage applied to my full FY10 salary or only the January – June 2010 portion of my salary?**

The salary reduction percentage is being applied to employees' full FY10 salary.

**12. How is my annual salary determined for purpose of this program?**

For the purpose of this program, an employee's annual salary is the sum of all UNI appointment salaries, excluding temporary faculty appointments. Academic Administrator salaries for those holding a nine month appointment will be calculated using the nine month appointment salary plus 1/9 for summer administrative work and will fall under the ten month appointment category. Special compensation is excluded.

**13. Why are the salary reductions from the TL/F time being deducted over several months for salaried employees and why is it different for hourly or hourly paid salaried employees?**

University administration received feedback from various employee groups indicating the majority of staff was interested in spreading out the reductions in order to smooth

out the dollar effect of salary loss by applying a small amount to each pay period.

For hourly or hourly paid salary employees (includes all Merit Supervisory & Confidential plus those Professional & Scientific employees paid on an hourly basis), Department of Labor wage and hour laws require hourly employees to be paid for actual hours worked in each pay period.

**14. I am paid on an hourly (or hourly paid salary) basis. Will my eligibility for overtime in the workweek in which I take TL/F time be impacted?**

No, for the purpose of this program, the unpaid time off will be counted as hours worked to determine overtime eligibility. This includes all Merit Supervisory & Confidential employees plus those Professional & Scientific employees paid on an hourly basis.

**15. How will I see the salary deduction reflected on my pay slip?**

The salary reduction will be reflected on the employee pay slip as a line item in the Hours and Earnings area under Salary titled "Temp LWOP Adj".

**16. Will a temporary salary reduction affect my current (FY10) base pay salary?**

No. This program is a temporary salary reduction; therefore, your pay will only be reduced during the current fiscal year that ends on June 30, 2010.

### Use of the TL/F Time

**17. Can I use TL/F time in partial or half day increments?**

Employees should use TL/F time in whole day increments where possible, unless arranged otherwise with their supervisor or unless it is necessary to finish up a partial-day remaining amount. Employees may supplement vacation to achieve a whole day increment if requested and approved as such.

**18. Can I take the time off in whole week increments (if applicable) or consecutively?**

Yes. The unpaid time off may be taken in whole week increments or consecutively for scheduled work days/shifts. All employees must receive the approval of their supervisor before taking the days/shifts off.

**19. Am I allowed to work during a TL/F day?**

A TL/F day is defined as a day off without pay, therefore, the expectation is that employees will not do any University-related work on TL/F time. Supervisors may not require employees to work on University-related business on a TL/F day.

**20. Can I volunteer to work during a TL/F day?**

No, employees may not volunteer to work on university business while on TL/F time.

**21. Can I volunteer to take additional TL/F time beyond my calculated time to increase the savings to my department and the University?**

Employees may request to take voluntary leave without pay, but should not be asked or required to do so. Those requests should be directed to the employee's supervisor. Voluntary unpaid time off should be coded as Off Duty on the employee time card.

**22. Can I volunteer to take additional TL/F time beyond my calculated time to reduce the time required of another employee?**

No. All employees, except those with a specific exemption noted in question #1, will be required to participate in this program.

**23. Can I take a TL/F time on a university holiday?**

No. TL/F time cannot be designated on university holidays.

**24. If I already have vacation time scheduled, can I change that time to TL/F time?**

Yes, as long as those days are on or after December 6, 2009 and on or before June 30, 2010 (or on or before June 12, 2010 for hourly or hourly paid salaried employees). Please contact your supervisor to request this change.

**25. Can I use TL/F time for weather-related absences?**

Yes, as long as those days are on or after December 6, 2009 and on or before June 30, 2010 (or on or before June 12, 2010 for hourly or hourly paid salaried employees). Please notify your supervisor of this change.

### **Impact on Benefits**

**26. Will holiday pay be impacted by the designation of TL/F time taken immediately prior to or after a university holiday?**

No. Employees eligible for holiday pay who take TL/F time surrounding university holidays will be considered in active status and will be eligible for pay on the holiday.

**27. Will my vacation and sick leave accruals be impacted by TL/F time?**

No. Vacation and sick leave will continue to accrue as normal.

**28. Will I be eligible for unemployment compensation due to the TL/F time?**

Iowa Workforce Development (IWD) uses a formula to determine eligibility and would ultimately make the unemployment determination. If IWD contacts UNI, HRS will provide wage information requested for their analysis.

**29. How are my retirement contributions affected by the TL/F program?**

Employee and employer contributions to TIAA-CREF and IPERS are based on actual salary earned, so for the months your pay is reduced by TL/F time, the employee and employer contribution percentages will be applied to the reduced salary.

- 30. Are medical, dental or vision benefits impacted by the TL/F program?**  
No. Eligibility for medical, dental or vision benefits is not impacted by the TL/F program.
- 31. Will life insurance or long term disability benefits be impacted by the TL/F program?**  
No. For the purpose of this program, life insurance and long term disability benefits will not be impacted.
- 32. How will the temporary salary reduction affect my reported earnings?**  
The reductions in wages/salary will be reflected in W-2 totals for tax year 2010.

### Recordkeeping

- 33. How do I record TL/F time I have taken?**  
TL/F hours for the purpose of this program should be recorded on your weekly/monthly timecard using the new absence code titled "Unpaid Leave (with accruals)". This code can be accessed from the drop-down menu under the "Hours Type" column. From there, time cards can be submitted using the normal process.

Any salaried employee that is changed to hourly status as a result of the temporary reduction in pay in order to comply with Department of Labor wage and hour regulations will be required to complete a weekly timecard showing all hours worked and TL/F time during the duration of this program. (See [FY10 Temporary Layoff/Furlough Program](#) information for more details.)

As always, it is required that timecards be submitted and approved on a timely basis. Weekly timecards must be approved by Thursday at 10:00am the following week. Monthly timecards should be approved within the week following the month end. This is to ensure proper pay, vacation/sick leave accruals, and monitoring of TL/F hours.

- 34. How will the University track how many TL/F hours I have taken against the amount of TL/F hours I am required to take?**  
Reports showing the actual TL/F hours each employee is required to take as well as the amount of TL/F hours each employee has designated on processed timecards are available for supervisors to view and/or print. Supervisors may click [here](#) for instructions on accessing these reports.