

# University of Northern Iowa

## FY10 Temporary Layoff/Furlough Program

### Academic Administrators, Institutional Officials, Merit Supervisory & Confidential, and Professional & Scientific Employees

Updated January 12, 2010

#### Introduction

In response to the FY10 mid-year budget reduction issued by Governor Culver on October 7, 2009, UNI developed an action plan to address this cut. The action plan approved by the Board of Regents, State of Iowa on October 29, 2009 included a temporary layoff/furlough (TL/F) program.

The TL/F program requires employees in identified employee groups to take unpaid time away from work during their normal scheduled work days in order to create a budget savings of salary dollars. (Governor Culver and AFSCME leadership have agreed to a Mandatory Unpaid Day program covering AFSCME employees, which is outside of the parameters of this program.)

The University intends that unpaid time is time away from work. UNI has attempted to provide employees and departments flexibility when scheduling time off in an effort to minimize the negative impact on individual employees and departments.

#### Temporary Layoff/Furlough Program

This 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. The TL/F 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.

Employees will be required to take a defined amount of work time off without pay on or after December 6, 2009 and on or before June 30, 2010 (or on or before June 12, 2010 for merit supervisory & confidential and hourly professional & scientific staff in order for the salary savings to be counted in FY10 savings). 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. The estimated hours full time employees will be required to take and the total percent pay reduction is determined based on the level of salary and appointment length per the tables below. The TL/F hours calculation for an appointment length of less than 12 months is rounded to the nearest tenth of an hour in the tables below. The actual hours calculation for these appointment categories may be slightly different. 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.

**Full Time academic administrator amounts by appointment length**

Annual Salary	Number of TL/F Days	Estimated TL/F Hours** / Percentage of Salary Reduction By Appointment Length		
		12 Month	11 Month	10 Month*
\$60,000 or below	3 Days	24/1.15%	22/1.15%	20/1.15%
> \$60,000 to \$90,000	5 Days	40/1.92%	36.7/1.92%	33.3/1.92%
>\$90,000 to \$120,000	7 Days	56/2.69%	51.3/2.69%	46.7/2.69%
>\$120,000	9 Days	72/3.46%	66/3.46%	60/3.46%

\*Nine month appointment salary + 1/9 for summer administrative work is combined and treated as a ten month appointment.

\*\*TL/F hours are rounded to the nearest tenth of an hour.

**Full Time institutional official and professional & scientific amounts by appointment length**

Annual Salary*	Number of TL/F Days	Estimated TL/F Hours** / Percentage of Salary Reduction By Appointment Length			
		12 Month	11 Month	10 Month	9 Month
\$60,000 or below	3 Days	24/1.15%	20.9/1.15%	18.5/1.15%	16.8/1.15%
> \$60,000 to \$90,000	5 Days	40/1.92%	34.8/1.92%	30.8/1.92%	28/1.92%
>\$90,000 to \$120,000	7 Days	56/2.69%	48.7/2.69%	43.1/2.69%	39.2/2.69%
>\$120,000	9 Days	72/3.46%	62.6/3.46%	55.4/3.46%	50.4/3.46%
President	12 Days	96/4.61%	n/a	n/a	n/a

\*Annual salary is defined as base salary for all UNI appointments (excluding adjunct teaching second assignments).

\*\* TL/F hours are rounded to the nearest tenth of an hour.

**Full Time merit supervisory & confidential amounts by appointment length**

Annual Salary*	Number of TL/F Days	Estimated TL/F Hours** / Percentage of Salary Reduction By Appointment Length			
		12 Month	11 Month	10 Month	9 Month
\$60,000 or below	3 Days	24/1.15%	22/1.15%	20/1.15%	18/1.15%
> \$60,000 to \$90,000	5 Days	40/1.92%	36.7/1.92%	33.3/1.92%	30/1.92%

\*Annual salary is defined as base salary for all UNI appointments (excluding adjunct teaching second assignments).

\*\* TL/F hours are rounded to the nearest tenth of an hour.

For Professional & Scientific or Merit S&C employees on a part time schedule (less than 40 hours per week), multiply the % of time per week by the number of hours indicated in the appropriate appointment length/salary cell. As an example, an employee in a 12 month appointment working 20 hours per week earning \$60,000 or less would take 24 hours multiplied by .50 to equal 12 hours.

TL/F time is defined as time without pay and employees on TL/F may not do any university-related work. The university administration understands productivity may be affected.

### **Impact on Employee's Salary, Overtime Eligibility and Leave Accruals**

The FY10 total pay reduction per employee is the % pay reduction noted in the tables above multiplied by the employee's appointment salary (example: 1.15% X \$50,000 = \$575). This pay reduction will be experienced as follows:

- Academic administrators, institutional officials, and professional & scientific employees paid on a salary basis will have the earnings impact of the furlough spread across the monthly payrolls for January 2010 through June 2010 (or January 2010 through May 2010 for those on a 10 month pay frequency)
- For merit supervisory & confidential and hourly professional & scientific staff, the time taken 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.)  
Note: TL/F time taken for these employees will count as hours worked for purpose of calculating overtime.

Employee's current vacation and sick leave accrual rate will continue during the TL/F time taken.

### **Scheduling and Usage of Temporary Layoff/Furlough Time**

Employees will need to take their required TL/F time on or after December 6, 2009 and the time must be taken on or before June 30, 2010 (or June 12, 2010 for merit supervisory & confidential and hourly professional & scientific staff as previously noted).

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 should not conduct any university-related business while on TL/F including work at home, work online, work on the telephone/cell phone, working lunches, or work on a smart phone.

TL/F time cannot be designated on university holidays or on days the employee is not scheduled to work. Employees normally eligible for holiday pay who take TL/F on days surrounding university holidays will be considered in active status and will be eligible for holiday pay (temporary employees are not eligible for holiday pay).

The specific dates of TL/F shall be requested by the employee and must be approved by their supervisor before taken (employees should follow standard departmental procedures for vacation requests).

Planning or temporary layoff/furlough time should be in consideration of the need to comply with federal regulations (for federal sponsored research funding) and institutional policy on effort reporting.

For additional information on federal sponsored research funding, contact Paul Below at [paul.below@uni.edu](mailto:paul.below@uni.edu) .

If an employee has approved paid time off scheduled, the employee may choose to designate the time as TL/F in coordination with their supervisor. If an employee has already taken time off in a paid status, but has not submitted their time card, the employee may choose to designate the time as TL/F in coordination with their supervisor.

If an employee transfers to another department, TL/F time taken will be counted toward his/her TL/F requirement for the fiscal year. However, the employee will need to work with his/her new supervisor to schedule any remaining TL/F.

If an employee has a schedule, FTE, or salary change that moves him/her into a higher or lower TL/F salary bracket, the required amount of TL/F time and/or pay reduction will be adjusted accordingly.

### **Recordkeeping**

TL/F hours should be recorded on the employee time card 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 employee paid on a salary basis that, because of the reduction in salary as part of the temporary TL/F program, fall below a weekly salary of \$455 per week, will be changed to hourly status for the duration of this program in order for UNI to comply with Department of Labor wage and hour regulations. Such staff will be notified of this action and will be required to complete a weekly timecard showing all hours worked and TL/F time during the duration of this program.

### **Notes to Supervisors**

Supervisors are responsible for approving and/or scheduling of TL/F time using the same departmental process for approving other scheduled leave time. Supervisors should work with employees to monitor that the amount of required time is taken. If needed, supervisors may direct scheduling of required time to accommodate operational needs and to ensure full compliance with the TL/F program.

Employees must be specifically directed not to work when they take TL/F time. Such work includes being physically present in the work place, work at home, work online, work on the telephone/cell phone, working lunches, or work on a smart phone. All such work on TL/F time is prohibited. Employees may not volunteer to work on university business while on TL/F.