Campus Response Measures Overview

For SMPH Employees

May 6, 2020
Changes and Corrections as of 5-8-2020

- Slide 14: In between the morning and afternoon sessions on Wednesday, May 6, clarification was added in red.
- Slide 21: Note this information is correct based on information currently known, but may be updated in the near future.
- Slides 22 & 35: In between the morning and afternoon sessions on Wednesday, May 6, the following phrase on both slides was updated and is now correct: "Must record hours worked in HRS timesheet for the week when furlough is taken." The previous version had incorrectly stated two weeks.
- Slide 36: Clarification has been added in red.
- As changes occur, new versions of the presentation will be added and information will be corrected in the FAQ.
Agenda

• Welcome
• An Overview of Campus Response Measures
• Questions from the Chat
Welcome

- Thank you
- Provide an overview of campus response measures so you leave with a better understanding about what is happening
- Format of session
What steps did campus take to control costs and shield employees from immediate impacts of COVID-19?

Campus acted swiftly to control current and future costs and shield employees from immediate impact included:

• Cancelling planned budget allocations and new investments
• Freezing travel and limiting non-essential expenses
• Deferring or altering some infrastructure projects
• Enacting a partial hiring and salary freeze, with limited exceptions
What actions are now being taken to try to address the shortfall the university is facing?

Campus is now taking some short-term HR actions estimated to save us up to $30 million toward the $100 million-plus shortfall:

• Campus-wide Furloughs
• Leadership pay cuts
• Work-Share Program
• Position-Specific Furloughs
Who took a voluntary leadership pay cut?

- The UW–Madison Chancellor, Provost, and Vice Chancellors voluntarily took a fifteen percent reduction in pay for the next six months.

- This voluntary cut is approximately the equivalent of a 10 percent pay cut, plus six furlough days.

- At this time, leadership pay cuts are voluntary for only the individuals identified above.

- These individuals are not also subject to other campus cost-saving measures while they are subject to the voluntary leadership pay cut.
I’ve heard that I might be reassigned work. Why? And, what does it have to do with the current response measures?

• Employees may be reassigned to do work that they are not normally assigned to do to make up for a lack of work in their usual position
• Employee reassignment will be based on the operational needs of the division and/or university
• Supervisors should consider reassignment options first wherever possible to minimize the negative impact to employees and the work unit
• Reassignment will not avoid the furlough program
Can an employee’s FTE be reduced as part of the response measures?

- FTE Reduction may be voluntary or directed by a work unit/operational area
- Directed FTE reductions will not be considered a layoff and will only be considered a partial furlough while the campus furlough policy is in effect
- Some FTE reductions can impact benefits
- In certain cases, a combination of an FTE reduction and some other cost-saving measure may be appropriate
- Employees may be eligible for unemployment benefits
What is a “Work-Share Program” and will UW have one?

• The Work-Share program is intended to avoid layoffs within a college/school/division which is experiencing budget or funding reductions and/or a decline in workload by spreading remaining work within a unit amongst employees.

• A “unit” is typically a group of employees with a similar area of focus or function within a college/school/division.

• UW is seeking to operate a work-share program, under guidelines from the Wisconsin Department of Workforce Development (DWD) and the federal CARES Act.

• We are currently reviewing whether any SMPH employees will take part in the Work-Share program.

• Employees participating in the Work-Share program will not need to take any of the intermittent furlough days.
What is a Position-Specific Furlough?

• A Position-Specific Furlough (PSF) is a temporary unpaid leave of absence due to:
  • lack of work
  • the inability of an employee to work remotely
  • budgetary reasons

• Operational needs and budgetary ability will determine whether the reduction is for a part or all of the employee’s normal work schedule, and how long the PSF will last

• Employees on a PSF will not need to take any of the intermittent furlough days
Can I take a voluntary leave without pay during the furlough period?

• A voluntary leave without pay (VLWOP) is employee-requested time off during which they are not paid
• Leave without pay is available to those who would like to take this step and whose workload allows for it
• Employees should contact their supervisor or HR representative if you want to pursue this option
• VLWOP will not avoid the furlough program
Who is subject to the campus-wide intermittent furloughs?

• UW-Madison employees will participate in mandatory furlough
• There are limited exclusions from the mandatory furlough
Who is excluded from campus-wide furloughs?

Employees excluded from campus-wide intermittent furloughs:

- H1B and E-3 Visa Holders
- Student Assistants (SA) and Student Help (SH) Employees
- Postdoctoral appointments (ET)
- Non FTE appointments:
  - Temporary Employees (TE)
  - Academic Staff Hourly (AS)*
  - Lump sum appointments
- Leadership who have taken a voluntary salary reduction
- Employees on Position-Specific Furlough (PSF)
- Employees participating in a Work-Share Program

*This appointment type should not be confused with AS non-exempt
I’m subject to the intermittent furlough policy. How do I determine how many hours/days I must take?

Number of furlough days is dependent on the employee’s total combined current annual or academic salary as of May 1st.

1 furlough day = 8 hours, can be taken in full day or half day increments.

<table>
<thead>
<tr>
<th>Total Salary</th>
<th>12-Month Appt. Furlough Days</th>
<th>9-Month Appt. Furlough Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000 or less</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>$50,001 - $80,000</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>$80,001-$150,000</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>$150,001 +</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>
What elements go into determining my salary for purposes of the intermittent furlough policy?

<table>
<thead>
<tr>
<th>Included</th>
<th>Excluded</th>
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</thead>
<tbody>
<tr>
<td>✓ TBAs active on May 1st</td>
<td>Overtime earnings</td>
</tr>
<tr>
<td>✓ Base Adjustment Overloads</td>
<td>Differentials</td>
</tr>
<tr>
<td></td>
<td>Summer Service/Session Salary</td>
</tr>
</tbody>
</table>
How long do I have to use my furlough days/hours?

• The furlough period is from May 15 - October 31, 2020

• The total A Basis (employees paid monthly) and H Basis (employees paid hourly) furlough period is **170 days**

• C Basis (employees paid monthly on 9-month appointments) can begin using furlough days at the start of the academic year: August 17, 2020

• Employees must use their furlough by October 31
How is my “total salary” calculated on the furlough chart?

- Total salary is based on your UW Comp Rate in HRS
- Comp Rate = combined job data comp rates multiplied to full year (all appointments calculated and combined)
  
  Hourly: FTE*(Hourly Rate x 2080) = UW Comp Rate
  Monthly: FTE*UW Comp Rate = UW Comp Rate
I have multiple appointments at the university. How will my furlough be calculated?

• An employee with two or more appointments will be assigned furlough days based on combined Comp Rate

• The number of furlough days is dependent on the employee’s total combined current Comp Rate as of May 1st

• Furlough days should be split between appointments appropriately in full or half day increments

• Divisions will need to coordinate furlough split for employees with multiple appointments
I work part-time. How will my intermittent furlough be calculated?

- Number of furlough days is dependent on the employee’s total combined Comp Rate

- SMPH does not need to prorate to the FTE, that is factored into the Comp Rate at the campus level

- An employee* at 1.0FTE and a UW Comp Rate of $150,500 will take 6 days or 48 hours

- An employee* at .60FTE and a UW Comp Rate of $150,500 has an “adjusted” comp rate of $90,300 (.60 x $150,500 = $90,300), and will take 5 days or 40 hours

- An employee* at .50FTE and a UW Comp Rate of $150,500 has an “adjusted” comp rate of $75,250 (.50 x $150,500 = $75,250), and will take 4 days or 32 hours
What is the value of a furlough day and how can I take my assigned hours?

• 1 furlough day = 8 hours, 5 days of furlough = 40 hours
• Assigned in days, convert to hours for flexibility of use
• Furlough should be taken in half or full day increments
• Divisions may allow employees to use 1 or 2 whole hour increments to reach the correct number of scheduled hours.
  • Example: A full-time employee with 5 days furlough who regularly works four 10-hour shifts/week can use 10 hours of furlough for one shift. The employee has 30 hours of furlough remaining.

• Furloughs cannot be taken on days when employees have direct instructional responsibilities (Group 1) such as classroom teaching, labs, recitation/discussion sessions and examinations.
How will the furlough be administered and how will I report my furlough days/hours?

<table>
<thead>
<tr>
<th>Furlough Groups</th>
<th>Employment Type</th>
<th>Reduction Method</th>
<th>Furlough Reporting Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1ways</td>
<td>• FAASLI-Exempt</td>
<td>Reduce via salary percentage across furlough period:</td>
<td>Must report furlough time used in HRS</td>
</tr>
<tr>
<td></td>
<td>• Faculty</td>
<td>C-basis: 8/17 – 10/31</td>
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<tr>
<td></td>
<td>• Instructional Academic Staff</td>
<td>A-basis: 5/15– 10/31</td>
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<tr>
<td></td>
<td>• Attorneys</td>
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<td></td>
<td>• Physicians</td>
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<td></td>
<td>• Coaches</td>
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<td>• Veterinarians</td>
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<tr>
<td>Group 2</td>
<td>• University Staff Non-Exempt</td>
<td>Reduce via salary percentage across furlough period:</td>
<td>Must report furlough time used in HRS</td>
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<tr>
<td></td>
<td>• CP, CJ</td>
<td>2020 May B – 2020 Nov A</td>
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<tr>
<td></td>
<td>• FAASLI Staff Non-Exempt</td>
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<td></td>
<td>• AS - Pay basis A or C</td>
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<tr>
<td></td>
<td>• Trades/Crafts workers</td>
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</tr>
<tr>
<td>Group 3</td>
<td>• FAASLI &amp; University Staff Exempt (CP, CJ)</td>
<td>Reduce as Furlough Leave Type is Used (entered in timesheet and approved by supervisor)</td>
<td>Must report furlough time used in HRS. Must also report all hours worked during the week the furlough is used.</td>
</tr>
<tr>
<td></td>
<td>• Non-Instructional Academic Staff</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>• Limited</td>
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</tr>
</tbody>
</table>
I am in Group 2. How do I figure out how my pay will be impacted each pay period?

• A Basis and C Basis (Groups 1 & 2) percentage reductions will occur per pay period

• In mid-May once HRS is programmed, there will be a calculator employees can use to determine their exact pay impacts each pay period through October 31
Will new hires be impacted by the intermittent furloughs?

- A Basis and H Basis employees hired during the 170-day furlough period will be subject to a prorated furlough

  - OHR will provide a calculation to prorate furlough for new hires:
    - Hire date of July 1, 2020 at 1.0 FTE and $75,000
      - 123 days employed/170 total furlough*4 furlough days assigned=2.89 rounded to nearest is 3 days of furlough or 24 hours
    - Hire date of June 8th at 1 FTE, $45,000
      - 146/170*3=2.57, 2.5 days furlough assigned

- No proration for a C Basis employee starting on August 17th, 2020 days
  - The total furlough period for C basis employees is 76 days
I plan to retire in the next couple of months. Am I still subject to furlough?

- Furloughs will be reconciled at separation, which includes resignation, retirement, or involuntary termination.
- Furlough will be accrued on time used to extend end date.
- Unused furlough will be prorated based on the amount of time in pay status during the furlough period and deducted from the final paycheck.
- Overused furlough must be reconciled.
How do I request use of furlough time?

• Employees will request to use their furlough days with the same process they use when taking vacation leave

• Employees can use furlough for any regularly-scheduled work day, including Saturday or Sunday
Can a department designate certain days for use of furlough time?

- For increased flexibility, work units may designate certain days that staff will be required to take furloughs.
- If designating days off, the designated days off should be determined and communicated to employees by May 15th.
Am I eligible for unemployment benefits while on intermittent furlough?

• Employees may be eligible for unemployment compensation while furloughed
• It is the employee’s responsibility to investigate eligibility and/or apply for benefits
• UW-Madison cannot file unemployment applications on behalf of employees and/or offer a guarantee of unemployment benefits
• The State of Wisconsin’s Unemployment Insurance Benefits are not operated or controlled by UW–Madison
I am a supervisor. What responsibilities do I have for ensuring my staff schedule furlough days?

- Supervisors should ensure employees are scheduling and taking furlough days.
- Supervisors will be notified of employees in Group 3 (FAASLI and US Exempt) who have not scheduled their furlough days by September 1, 2020
  - Supervisors should schedule the furlough with/for the employee.
- Supervisor timely approval of time/leave entries is critical.
  - Group 3 furlough must be approved before the day of the payroll calc for the payroll month to be deducted from that month’s check.
  - Delayed approval will impact employee’s pay check.
I am a busy person. Can I work while on furlough?

- Employees are not to work while on furlough
- Working includes sending work-related email, making phone calls, or performing work on UW-owned equipment
Can I use my accrued leave while on furlough?

• Employees cannot use any accrued leave or any other leave time in lieu of a furlough day.
• Employees can combine leave time and furlough time to take a full day off (e.g., four hours furlough and four hours vacation).
• Employees cannot take a furlough day on both sides of a holiday.
• No employee-requested “swapping” of furlough for vacation or sick time taken.
I am an hourly employee. How will my pay be impacted during the furlough period?

• For Hourly Employees (Group 2), pay will be reduced by a percentage over the full furlough period.
I am a faculty member. How will my UW pay be impacted during the furlough period?

• For Faculty (Group 1), pay will be reduced by a percentage over the full furlough period.
I am a salaried employee. How will my pay be impacted during the furlough period?

• For employees in salaried positions (Group 3), pay will be reduced during the pay period the furlough days are taken and approved.
What is the maximum number of hours I may work per week during the week in which I’m taking a furlough day?

- The total hours on the timecard (including the furlough time) per week cannot add up to more than 40 hours. For example, if the employee uses 8 hours of furlough time, the maximum amount of time worked can be 32 hours.

- For Group 3 (AS, LI & US Exempt/Non-Instructional):
  - Become non-exempt for FLSA overtime rules during the pay period in which they take furlough and must be paid for every hour worked
  - Must record hours worked in HRS timesheet for the week when furlough is taken
  - May only take one furlough day per week
What happens to my vacation, personal holiday and sick leave accruals while on furlough?

• Employees will earn vacation, personal holiday, and sick leave at their regular rate while furloughed

• An excellent overview of benefits during furlough can be found here: https://hr.wisc.edu/docs/covid19/employee-benefits-during-furlough-overview.pdf
How and when will I be notified about the number of intermittent furlough days I need to take?

• By mid-May, each employee will receive a letter indicating their number of furlough days and other information related to campus-wide intermittent furloughs.

• OHR will provide templates to SMPH for distribution to employees.
What happens when the COVID-19 Emergency Leave ends?

- UW–Madison COVID-19 Emergency Leave, which was first implemented on March 17, 2020 has been extended twice and is in place until May 15, 2020
- Starting May 16, employees who cannot work remotely or who do not have work to perform, may be reassigned to other functions by their unit and/or supervisor
- If they do not meet the number of hours for their appointment/position through reassignment, employees may be subject to other response measures such as PSF
- See the UW–Madison COVID-19 Pandemic Leave Policy for detailed information about leave options
I still have questions about the campus response measures. What should I do?

**Policies**
- [COVID-19 Pandemic Leave Policy](#)
- [Furlough Policy](#)

**FAQ**
- [Employee Furlough FAQ](#) (OHR)
- [Employee Furlough FAQ](#) (SMPH)

**Email**
- SMPH HR Representative (start here)
- [smphcovid19@med.wisc.edu](mailto:smphcovid19@med.wisc.edu)
- [Furlough@ohr.wisc.edu](mailto:Furlough@ohr.wisc.edu)
- [Unemploymentbenefits@ohr.wisc.edu](mailto:Unemploymentbenefits@ohr.wisc.edu)
Are there support resources available to staff to help them through this time?

- Employee Assistance Office
- LifeMatters
- COVID-19 Mental Health Resource Guide & Support
- Ombuds Office
- Resources from the Office of Strategic Consulting
- Free Professional Coaching
Questions from the Chat
Thank you.
Be well.