

October 5, 2009

MEMORANDUM

TO: Building Trades Represented Classified Staff (Group 12)
FROM: Sylvia Coronado-Romero, Director, Human Resources
RE: Important Furlough Information

Due to the severe economic downturn, the Governor has ordered state employees to take 8 days (prorated for part-time and part-year employees) of unpaid furlough per year for the next two fiscal years: 2009-10 and 2010-11.

The University of Wisconsin System Administration received approval from the Office of State Employment Relations (OSER) on July 3, 2009 to implement the UW furlough plan. The plan is available by from a link on the Human Resources Furlough website at:

<http://www.uwp.edu/departments/human.resources/FAQ/furlough.cfm>

We are writing to inform you how the mandated furlough policy will apply to you.

Based on the position you are in, you will satisfy the furlough requirement by having each paycheck be reduced by 3.980% in the first year (2009-10) and 3.065% in the second (2010-11). The difference in percentage is due to the UW's furlough plan being implemented after the beginning of the fiscal year in July of 2009.

In exchange for the reduced salary, **you will receive 8 furlough days** (prorated for part-time employees) per fiscal year. You will be required to use these on 4 designated days during the year when the University will close for all but essential services (exceptions will be made for critical services such as animal care, police, power plant, and student housing staff) and on 4 other days that are acceptable to your unit. After consulting with governance bodies, labor unions, and UW System administration, it has been decided that the designated furlough days for the UW-Parkside campus will be as follows:

2009-10

November 27, 2009 (Friday)
December 28, 2009 (Monday)
January 15, 2010 (Friday)
March 15, 2010 (Monday)

Day after Thanksgiving
Day After Christmas Weekend
Friday Before Martin Luther King Day
First Day of Spring Break

2010 -11

November 26, 2010 (Friday)
December 27, 2010 (Monday)
January 14, 2011 (Friday)
March 14, 2011 (Monday)

Day after Thanksgiving
Day After Christmas Weekend
Friday Before Martin Luther King Day
First Day of Spring Break

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The other 4 days will be scheduled with supervisor approval like vacation/personal holiday based on your preference and the operational needs of your work unit.

The following is some basic information about the furloughs for your specific position.

- Your first paycheck with the 3.980% reduction will be on October 8, 2009.
- Employees can use furlough time between September 13, 2009 and June 19, 2010 (first fiscal year) and between June 20, 2010 and June 18, 2011 (second fiscal year).
- Your paycheck will not vary based on when you use your furlough time off.
- The furlough plan will not affect your WRS benefit. WRS earnings will be reported as if the furlough was not in place.
- Furloughs can be taken in increments of 2 hours or greater (prorated for part-time employees).
- You will use the same process currently used for scheduling vacation and personal holidays to schedule these furlough days. Your supervisor will need to approve your furlough days.
- A maximum of 8 furlough hours can be taken in a week. The reason is that greater usage in a week would likely create greater exposure for unemployment compensation benefits which the Governor has prohibited.
- Furlough days must be used in the same fiscal year as earned; they cannot be carried over into the next fiscal year. Due to this constraint, taking furlough time first, before vacation, will maximize your flexibility.
- You cannot do any work when you are using furlough time including telephone calls, e-mails and texts. All such work is prohibited because it negates the furlough. Violation of this prohibition could result in disciplinary action.
- Furlough days can be used to substitute for use of sick leave, approved vacation or other paid leave time or unpaid medical leave.
- You may substitute furlough days for vacation days used since July 6, 2009 provided no overtime was incurred during that week.
- Furlough days must be reported on your regular timesheet under the "Miscellaneous" column. You MUST indicate on the time sheet that the time is "Furlough".

If you have more detailed questions about the furlough program and how it affects you, go to the Human Resources Furlough website at:

<http://www.uwp.edu/departments/human.resources/FAQ/furlough.cfm>

If you still have questions, contact your supervisor or the Human Resources Office at ext. 2204.

It is unfortunate that the state needs to implement furloughs. While we realize that this will be a difficult process, we urge everyone to approach this with the goal of complying with the requirements.

Thank you.

xc: Chancellor Ford
Vice Chancellor Streeter

Interim Provost Greenfield
Deans and Directors