

**Implementation of Cost Reductions and Furloughs
Frequently Asked Questions
October 20, 2011**

The following is general information concerning cost reductions and furloughs for Service Employees International Union Local 503, OPEU (SEIU) and the Oregon State University System (OUS).

1. Six month delay in Salary Eligibility Dates

A. Will I receive a reduction in pay if I received a performance increase before September 30, 2011?

Effective October 1, 2011, employees who advanced on the pay scale within their classification's salary range on or after July 1, 2011 through September 30, 2011 will be restored to their former step in effect on June 30, 2011. The employee will not be required to return the pay already received.

B. Will the performance increase received between July 1, 2011 and September 30, 2011, be restored in six months?

Yes. Salaries for represented classified employees will be restored in 6 months; effective April 1, 2012.

1. Employees who received performance increases on July 1, August 1 or September 1, 2011, will be restored to that step effective April 1, 2012.
2. All other employees will receive their performance increases six months after their salary eligibility date beginning October 1, 2011.

2. If I select the default of the "Pay Reduction Option," will I be required to have my monthly base salary reduced in the pay period in which the unpaid leave is taken?

No. Full-time salaried employees will have their pay evenly reduced over the months in each fiscal year based on their monthly base salary rate. The monthly pay reduction will be based on the number of days (hours) of unpaid leave required for the tier corresponding to their monthly base salary rate. Hourly and Part-time employees will not be eligible for the default option.

3. Tier Structure

A. What is the number of mandatory unpaid leave days and corresponding monthly base salaries?

Monthly Base Salary	Unpaid Leave Days	Maximum Hours
Less than \$2,485	7 days/Biennium	56 total hours or a 1.61% reduction in pay.
\$2,485 to \$3,103	9 days/Biennium	72 total hours or a 2.07% reduction in pay.
\$3,104 and above	11 days/Biennium	88 total hours or a 2.53% reduction in pay.

B. Will the number of mandatory unpaid leave days be prorated according to the employee's appointment FTE and the appointment's duration if less than 12 months.

Yes.

C. Are the salary tiers based on actual pay (with differentials) or base pay?

Salary tiers are base pay only. They do not include differentials, overtime or other forms of compensation. If less than full-time, the tier is still based on the full-time base pay. The number of days is prorated by the FTE.

D. What is the tier level when paid on an hourly basis employee?

Because some employees are paid on an hourly rather than salary basis, use the following hourly rate tiers (based on 173.33 hours in an average work month):

Tiers by hourly rate for full-time equivalent positions:

- 1 -- \$14.34 and below
- 2 -- \$14.35 to \$17.90
- 3 -- \$17.90 and above

E. How will unpaid leave days be scheduled?

Leave will be scheduled and taken at times based on the operating requirements of the university. It is the responsibility of the supervisor to ensure all unpaid leave time off is taken. Employees and supervisors are encouraged to meet and discuss dates to be taken for the upcoming biennium. If mutual agreement cannot be reached, the supervisor will make the final determination of when leave will be taken. Employees must record time off in advance by submitting an "Employee Request for Leave" form located at <http://oregonstate.edu/admin/hr/steam/leavereq.pdf>.

It is the responsibility of the manager to approve or deny the request within a reasonable amount of time.

F. Can a furlough be scheduled in hourly increments?

Employees are encouraged to schedule furlough days in full-day increments. This is eight hours for a full-time employee. However, if requested by the employee and approved by the supervisor, mandatory unpaid time off will be scheduled in increments of less than a full day.

G. How will I know how much time I have taken and what time is available to me?

Mandatory unpaid time off used and applicable reductions from salary shall be reflected on employees' pay stubs. Mandatory unpaid leave balances will be made available to employees; check <http://infosu.oregonstate.edu> for other leave balances.

H. Will my unpaid time off be considered as time worked for holiday pay computations, vacation, sick leave and personal leave accrual, and employer insurance contributions?

Yes.

I. Can my supervisor require me to use mandatory unpaid leave on a holiday?

No.

J. Can I use paid leave or time accrued to replace mandatory unpaid time off?

No.

K. Will mandatory unpaid time off count as a break in service and affect seniority or the timing of

my step increases?

No.

L. Will mandatory time off add to the length of my trial service period?

No.

M. Can I use unpaid time off if my College or Department declares a “Temporary Interruption of Work” as defined in the Collective Bargaining Agreement in Article 51?

Yes.

N. If the campus is closed due to inclement weather or hazardous conditions as provided in Article 63, Inclement Conditions, can unpaid leave hour(s) be counted as mandatory unpaid time off?

Yes, subject to appointing authority approval.

O. I am an FLSA-exempt employee. How will mandatory unpaid time off affect me?

Deductions from the pay of an FLSA-exempt employee, for absences due to mandatory unpaid time off, shall not disqualify the employee from being paid on a salary basis except in work weeks in which the mandatory unpaid time off occurs and for which the employee’s pay is accordingly reduced.

P. Do FLSA-exempt employees take rest and meal periods during a furlough week and record hours worked on their timesheet?

Yes. Because an otherwise exempt employee becomes non-exempt during a furlough week, they are subject to the same wage and hour laws that apply to non-exempt employees. These employees must take at least one 30-minute meal period and, at a minimum, two 10-minute rest periods during a normal eight-hour workday. Employees are expected to report hours worked during the week that an unpaid leave day is taken on their timesheet.

Employees will not be scheduled for overtime during weeks when she/he is scheduled for mandatory unpaid leave time. If operating requirements require the employee to work overtime in the same week, the authorization for overtime will be given to the employee in writing. The employee may also request in writing to reschedule the mandatory unpaid leave day.

Q. Must employees on Oregon Family Leave or Federal Family and Medical Leave (OFLA/FMLA) record furlough time?

Yes. While using accrued leave balances during FMLA and/or OFLA leave, an employee records unpaid leave; however, this time off work does not count against the employee’s entitlement to FMLA/OFLA leave.

R. Does an employee get to use accrued leave on a furlough day to make up the difference between their regular salary and Workers’ Compensation payment for time loss?

No. An employee may not use accrued leave on a furlough day to make up the difference between the workers’ compensation rate for time loss and their regular rate of pay.