

STATE BUDGET FACULTY FURLOUGH PROGRAM

California State University, Fresno Frequently Asked Questions as of 8/5/09

1. What is a faculty furlough day?

The term “furlough day” as used in the CSU/CFA Furlough Agreement refers to a day on which a faculty unit employee is normally scheduled to work or is in pay status that is taken as an unpaid day off.

2. What is the duration of the State Budget Faculty Furlough Program?

The furlough program for faculty will be in effect from July 1, 2009 through June 30, 2010.

3. Which faculty employees are covered by the Faculty Furlough Program?

All Unit 3 Faculty employees are covered. This includes tenure-track faculty (including FERP) and full-time and part-time lecturers. Coaches who are in faculty unit classifications, SSP-AR Counselors, and Librarians are also included.

4. I’m a part-time faculty member. How does the furlough agreement affect me?

Part-time employee furloughs will be pro-rated based on the faculty member’s time-base. In other words, each furlough “day” will be weighted by time-base. A part-time AY faculty member with a time base of 0.4 would take 18 furlough days during the academic year, but each furlough day would be weighted as 0.4 of a full day.

The resulting salary reduction will be 9.23% of base salary. As an example, if the part-time faculty member has a base rate salary (full-time equivalent) of \$4,000 per month, his or her actual salary at .40 time base is \$1,600 per month.

The salary after furlough will be calculated as follows: First, reduce the base rate of \$4,000 by 9.23%. The adjusted base rate is \$3,630.80. This adjusted rate would then be multiplied by the .40 time base to give an actual salary after furlough of \$1,452.32 per month). (Note, the same result is reached by taking the \$1,600 per month actual salary and applying a reduction of 9.23% to that amount).

5. Am I covered by the Faculty Furlough Program if I’m on a Sabbatical or Difference-In-Pay Leave during the 2009-10 Academic Year?

Yes. Faculty on paid leaves (with a few exceptions noted below, such as FML leave) are covered by the Faculty Furlough Program.

STATE BUDGET FACULTY FURLOUGH PROGRAM

California State University, Fresno Frequently Asked Questions as of 8/5/09

6. What if I'm on sabbatical both semesters at half pay?

Furloughs also apply to faculty on two-semester sabbaticals, but will be prorated much like a part-time faculty member's salary as shown in response to Question 4.

7. How many faculty furlough days will employees be required to take?

- Full-time Academic Year (AY) faculty will take 18 furlough days during the 2009-10 academic year. The pattern of days may include no more than nine furlough days during the fall semester and nine during the spring semester. (Note: Instructional faculty are either AY or 12-month. Only Librarians are 10-month.)
- Full-time 12-month Faculty, including 12-month Department Chairs, are subject to 24 furlough days between July 1, 2009 and June 30, 2010.
- Full-time 10-month faculty, such as 10-month Librarians, will take 20 furlough days between July 1, 2009 and June 30, 2010.
- Part-time faculty are subject to furloughs on a prorated basis, consistent with time-base. We'll provide operational details as to how the proration is to be done as soon as possible.

8. How will the faculty furlough program affect Unit 11 – Academic Student Employees?

Unit 11 employees such as TAs, GAs, and Instruction Student Assistants, are not subject to furlough. Adjustments to time-base, if any, will need to be specified in Unit 11 notices of appointment.

9. How much will my salary be reduced each month because of the furloughs?

The effect of the furloughs is a wage/salary reduction of 9.23% over a 12-month period.

- For AY faculty, deductions will be taken over the pay periods associated with the 2009-10, academic year – specifically, the 12-month period beginning with your September 2009 paycheck and ending with your August 2010 paycheck.
- For 10-month and 12-month faculty, deductions will be taken over the eleven remaining months of the fiscal year, beginning with the August 2009 paycheck and ending with the June 2010 paycheck. This equates to

STATE BUDGET FACULTY FURLOUGH PROGRAM

California State University, Fresno Frequently Asked Questions as of 8/5/09

a 10.07% deduction from each of the 11 paychecks, but a 9.23% reduction for the fiscal year as a whole.

10. Will the campus designate furlough days?

Yes. The President may designate specific furlough days as state budget closure days. For instructional faculty unit employees, designated state budget closure days will be limited to six days. The President has designated the following five faculty work-days as furlough days:

Friday, September 4, 2009 (campus closure day)
Friday, December 11, 2009
Friday, January 15, 2010 (campus closure day)
Monday, April 5, 2010 (campus closure day)
Friday, May 14, 2010 (campus closure day)

These designated furlough days apply to all faculty, whether AY, 10-month or 12-month, who are not otherwise exempt from furlough (see Questions 35 and 36). Seven (7) additional furlough days will be required during the fall semester, and six (6) in the spring.

The administrative furlough calendar does not apply to faculty except to the extent that it may coincide with the designated faculty furlough days or, for 10- or 12-month faculty, as part of an individual agreement with the appropriate administrator (see next question). To see the administrative furlough calendar, click on the calendar icon at www.fresnostatenews.com/2009/budgetcentral/index.htm.

11. How will the additional faculty furlough days be determined?

Scheduling of additional faculty furlough days will be by mutual agreement between the faculty member and appropriate administrator (College or School Dean or equivalent, in consultation with the department chair). Academic Personnel Services will soon be providing a form and instructions for faculty to use in submitting proposed furlough days for mutual agreement.

12. What if the faculty member and the appropriate administrator cannot agree?

Absent mutual agreement, the appropriate administrator is authorized to designate the faculty furlough days based on compelling operational needs of the campus, which are to be explained to the faculty member in writing.

STATE BUDGET FACULTY FURLOUGH PROGRAM

California State University, Fresno Frequently Asked Questions as of 8/5/09

13. What factors should be considered in scheduling the additional furlough days?

- The operational needs of the department or equivalent unit are the primary consideration. For example, for instructional faculty, the dean should work with each faculty member to ensure that course objectives and student learning outcomes are addressed. If a furlough day is taken on an instructional day, the faculty member should give his/her students an alternative assignment.
- One time during the academic year, up to four (4) faculty furlough days may be observed in a single calendar month.
- Other than that, no more than two (2) furlough days may be taken in a single month, and no more than one furlough day may be taken in a single work week.
- For AY faculty, only designated faculty work days on the Academic Calendar may be used as furlough days. For more information about which days are considered “work days,” see the Academic Calendar on the Academic Personnel website (www.csufresno.edu/aps).
- All furlough days must be taken by June 30, 2010.

14. I am scheduled to teach five days per week during the coming semester. How should I handle my furlough days?

You should propose furlough days in accordance with the guidelines given in the question above. Obviously, since you teach five days a week, at least some of your furlough days will have to be taken on instructional days. These days should be distributed so that MWF classes and TuTh classes are treated equitably. You should also consider making alternate assignments on furlough days, if possible, as a way to adjust your workload while still achieving instructional objectives and student learning outcomes.

15. Can faculty members substitute vacation days, sick leave, or personal holidays for faculty furlough days?

No. A faculty furlough day is a day on which a faculty unit employee is normally scheduled to work, or is in pay status, that is taken as an unpaid day off.

16. Can I choose to work on an already scheduled faculty furlough day?

No. The CSU/CFA Faculty Furlough Agreement requires that faculty, prior to the start of their assignment for any term, certify in writing that they will not work on assigned furlough days and that they will not work beyond the

STATE BUDGET FACULTY FURLOUGH PROGRAM

California State University, Fresno Frequently Asked Questions as of 8/5/09

duties assigned for any furlough week. Academic Personnel will be distributing forms for this purpose.

17. If I think I'm going to have to work anyway and don't want to lie, can I refuse to certify that I will not be working on furlough days?

No. As stated in the CFA's FAQ on the furlough program, refusal to sign the certification constitutes insubordination and may subject you to discipline. Instead, you should reduce (rather than just reshuffle) your workload so that you do not have to work on furlough days. See, Question 7, CFA "Frequently Asked Questions on Faculty Furloughs," dated August 4, 2009.

18. What does it mean – that I "will not work beyond the duties assigned for any furlough week"?

For instructional faculty, it means that, while you still need to carry out the educational objectives of the courses you're teaching, you will need to adjust your workload during furlough weeks so that you do not over-work on non-furlough days. For example, you should not take a furlough day on Monday and then do more work on the other days of the week to make up for the furlough day. For non-instructional faculty, the meaning is much the same. Do your work diligently, as usual, but don't try to make up for the loss of a furlough day on the remaining days of the week in which you took it.

19. When does the work week begin and end?

The work week begins on Sunday morning at 12:00 midnight and ends on Saturday night at 11:59:59 p.m.

20. Can I attend a conference on a furlough day?

If the conference is for your own pleasure, you may attend on a furlough day. If the conference is considered part of your faculty work, however, the answer would be no because you cannot choose to work on a faculty furlough day. In this situation, you should consider working with your dean to "swap" furlough days.

21. How will the Faculty Furlough Program be implemented for full-time Librarians, Counselors, and Coaches?

For full-time Librarian, Counselor, or Coaching employees, the week's assignment will be reduced by eight (8) hours per furlough day taken during the week. This provision applies pro-rata to part-time Librarians, Counselors, or Coaching employees.

STATE BUDGET FACULTY FURLOUGH PROGRAM

California State University, Fresno Frequently Asked Questions as of 8/5/09

22. How will workload be managed with the reduced number of work days?

As stated in the CSU/CFA Faculty Furlough Agreement, furloughs shall not result in an unreasonable workload or schedule within the meaning of Article 20.3. The composition of professional duties and responsibilities for individual faculty members is still subject to Article 20 of the collective bargaining agreement. To a large extent, you as a professional will be responsible for deciding how to adjust your workload in ways that will minimize the impact on instruction.

23. Will campus support be available on days when staff and managers are on furlough but faculty members are expected to teach?

A minimum level of campus support will be available on these days, including maintenance and public safety.

24. Can we get additional administrators and volunteer faculty to replace some faculty unit responsibilities during furlough days?

For the duration of the furlough program, no additional administrators or volunteers (meaning those who did not teach or otherwise volunteer during AY 2008-2009) may perform bargaining unit duties in a department in which faculty unit employees are subject to furloughs.

25. How will faculty furlough days be tracked?

Each faculty member should record his/her furlough days each month using the Absence Management system through My Fresno State.

26. I'm a probationary faculty member. If I request another probationary year under Paragraph 5.d of the furlough agreement, will I still have to submit an RTP binder (or Off-Year Report) this year?

Yes. Probationary faculty must submit full RTP binders in accordance with the schedule in APM 325 – that is, in the second, fourth, and sixth probationary year. If you were instructed by the Provost to submit a full RTP file in your third or fifth year (which would otherwise be off-years), you must submit your RTP file for review even if you request an additional probationary year.

Likewise, if 2009-10 will be your third or fifth years and the Provost instructed you to submit an off-year review file, you must submit the off-year review file even if you request an additional probationary year.

STATE BUDGET FACULTY FURLOUGH PROGRAM

California State University, Fresno Frequently Asked Questions as of 8/5/09

27. Will the Faculty Furlough Program affect my benefits?

No. The program will not affect how you accrue sick leave or vacation (if applicable); payment of health, dental, or vision benefits; or the FlexCash Option. See Question 31 regarding retirement benefits.

28. May I change health plans in order to reduce my monthly deductions?

Employees may make changes to their health plans **only** during our annual Open Enrollment period. Open Enrollment begins Monday, September 14 and ends Friday, October 9, with changes effective January 1, 2010. Additional information, including 2010 premiums, will be available in September.

29. May I make deductions on my 401(k)/457 plans?

Employees may make changes to amounts deducted on 401(k) and 457 plans by phone through the Savings Plus Plan's Voice Response System (866-566-4777) or online at www.sppforu.com. You may change your contributions at any time.

30. Can I change the amount deducted for my 403(b) plan?

Employees may make changes to 403(b) plans via the retirement manager link at <https://www.aigretco.com/retireman/>. You may change your contribution at any time.

31. How does the furlough program affect CalPERS service credit for retirement?

The furlough program does not affect compensation levels for purposes of CalPERS retirement under the current CalPERS regulations. These benefits will continue to be based on your base salary rate had you not been furloughed.

32. What if I am currently participating in FERP and would like to take a leave without pay?

Any FERP participant may request, and shall be granted, a leave of absence without pay for any academic term or terms between July 1, 2009 and June 30, 2010. Such leave of absence without pay shall not adversely affect future participation in the FERP. Specifically, any FERP participant taking such a leave of absence without pay shall be entitled to participate in the FERP for a

STATE BUDGET FACULTY FURLOUGH PROGRAM

California State University, Fresno Frequently Asked Questions as of 8/5/09

total period of no more than five (5) academic or fiscal years. Questions about the FERP program and leaves should be addressed to Academic Personnel Services.

33. Can faculty still apply to participate in the Pre-Retirement Reduction in Time-Base (“PRTB”) Program for the 2009-10 Academic Year?

Yes. Any tenured faculty employee who applies and is otherwise eligible for PRTB for any academic term or terms between July 1, 2009 and June 20, 2010, will be granted entry into the PRTB program. Any tenured faculty member currently participating in PRTB who applies for a further pre-retirement reduction in time-base for any academic term or terms between July 1, 2009 and June 30, 2010, will be given a further reduction in time-base.

34. How do furloughs affect Additional Employment and the 125% rule?

The furlough agreement actually increases your eligibility for additional employment. Whereas under the Collective Bargaining Agreement, additional employment is capped at 25% of the employee’s “full-time workload or, when appropriate, full-time time base,” the furlough agreement changes this (for the period between July 1, 2009 and June 30, 2010) as follows:

The “25%” overage as used in this Article shall be calculated as a percentage of the faculty unit employee’s pre-furlough full-time workload or, when appropriate, full-time time base or 25% of the Faculty Unit Employee’s full-time salary whichever is greater. The total additional employment of the Faculty Unit employee shall not exceed the 25% overage.

Thus, calculation of the overage may be based on either time worked or a percentage of salary, whichever is more advantageous to the faculty member. Moreover, as long as the additional employment is on the same campus as your main employment, it is not subject to furlough.

35. Are there exemptions from furloughs under the Faculty Furlough Agreement?

The following exemptions have been identified in the furlough agreement:

- Faculty unit employees whose salaries are 100% funded from grants and contracts, and not from the university’s state general fund resources.
- Faculty unit employees whose salaries are partially-funded from grants and contracts and partially-funded from the university’s state general fund resources are subject to the furlough program pro-rata with the percentage of funds received from the state general fund.

STATE BUDGET FACULTY FURLOUGH PROGRAM

California State University, Fresno Frequently Asked Questions as of 8/5/09

- Instructional faculty in classification 2322, Special Programs, and 2323, Extension for Credit, are not subject to the furlough agreement.

The rationale for the grant/contract exemption is that the university cannot limit the work of faculty who have binding obligations under federal or state grants and contracts.

- 36. If I buy out some or all of my teaching time with, or receive assigned time from, a grant or contract not funded by the state general fund, will I be furloughed on the bought-out teaching time or assigned time?**

No. Only the portion of your salary funded from the state general fund is subject to furlough. If teaching time is bought out at the backfill rate, then the backfill rate (and not your regular salary) will be used to calculate the portion of your salary that's exempt from furlough.

- 37. Will the Faculty Furlough Program impact those on Military Leave, Family Medical Leave (FMLA), Industrial Disability Leave (IDL), or Non-Industrial Disability Insurance (NDI) Leave?**

No. The furlough program will not affect Military Leave, FML, IDL, or NDI leaves.

- 38. I am a non-citizen on a work visa. Will the furlough program affect my status?**

No. The furlough program and resulting salary reductions were collectively bargained and apply to all faculty, not just those on work visas. Thus, the furlough program will not affect your visa status.

- 39. What if I have a question that isn't answered above?**

Ask your dean or refer to the University's Budget Central webpage at www.fresnostatenews.com/2009/budgetcentral/index.htm. You may also email additional questions to be considered for inclusion in this FAQ to Janette Redd Williams, jreddwilliams@csufresno.edu or call Academic Personnel Services at extension 8-3027.