

STATE BUDGET FACULTY FURLOUGH PROGRAM

CSU, SAN BERNARDINO

Frequently Asked Questions as of 8/24/2009

For further information, contact Academic Personnel at X75029

1 Q: What is a faculty furlough day?

A: 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 Q: What is the duration of the State Budget Faculty Furlough Program?

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

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

A: All Unit-3 Faculty employees are covered by the Faculty Furlough Program. 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 included.

4 Q: Am I covered by the Faculty Furlough Program if I am on a Sabbatical Leave or Difference-in-Pay Leave during the 2009-10 Academic Year?

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

5 Q: How many faculty furlough days will employees be required to take?

- A:**
- Full-time Academic-Year Faculty are subject to eighteen (18) furlough days during the 2009/2010 academic year. The pattern of days may include no more than six (6) furlough days during the Fall Quarter, six (6) days during the Winter Quarter, and six (6) days during the Spring Quarter.
 - Full-time 12-month Faculty including Department Chairs are subject to twenty-four (24) furlough days between July 1, 2009 and June 30, 2010.
 - 10-month Faculty, such as 10-month Librarians and 10-month Coaches, are subject to no more than twenty (20) furlough days between July 1, 2009 and June 30, 2010.
 - Part Time Faculty are subject to furloughs on a prorated basis. Pro-ration will be determined consistent with the employee's time base.

6 Q: How is furlough determined for part-time employees?

A: A part-time employee's furlough "day" is weighted according to his/her timebase. Thus, an AY faculty member with a timebase of .27 would take 18 furlough days in an academic year, but each furlough day would be weighted as .27 of a day.

7 Q: A faculty member has been awarded a promotion or a range elevation that is scheduled to take effect during the furlough program. What happens to the faculty member's salary?

Faculty members who have been awarded promotions or range elevations will receive the associated salary increases as scheduled. The new salary will then become the base rate for the purpose of determining the adjusted salary during the furlough period.

8 Q: Is there a prohibition against using teaching days as furlough days?

A: No. However, every effort should be made to maintain student instruction at a level at which course goals and learning objectives continue to be met. In addition to days on which they are scheduled to teach, faculty members may select days on which they are not scheduled to teach, as well as days on the academic calendar which are not instructional days.

In situations where instructional days must be used as furlough days, such as when the faculty member is scheduled to teach 5 days a week, no one class should be disproportionately impacted.

9 Q: How will the faculty furlough program affect Unit 11- Academic Student Employees?

A: Unit 11 employees such as TAs, GAs, and Instructional Student Assistants are not subject to the Faculty Furlough Program.

10 Q: How much of the salary reduction related to furlough will be deducted from my pay check each month during furloughs?

A: The effect of the furloughs is a wage/salary reduction of 9.23% over a 12-month period. Since the furlough program will not be implemented until the August 2009 pay period, this necessitates salary being reduced over an 11-month period for 10-month and 12-month faculty, which equates to a 10.07% monthly reduction. For academic-year faculty, the reduction will be deducted pro-rata over the pay periods associated with the 2009/2010 academic year. For academic calendars such as ours in which the first pay period is September 2009, salary reductions will continue through the August 2010 pay period. Individuals with questions regarding the impact of the furlough can estimate their net pay by using the Paycheck Calculator available through:

http://www.sco.ca.gov/ppsd_se_paycheck_calc.html

11 Q: Will the campus designate faculty furlough days?

A: For instructional faculty, the President has designated six (6) specific furlough days as state budget closure days.

12 Q: How will the additional faculty furlough days be determined?

A: Scheduling the additional faculty furlough days will be by mutual agreement of the faculty member and the department chair, with the College Dean reviewing all faculty furlough plans.

13 Q: What if the faculty member and the appropriate administrator cannot agree?

A: Absent mutual agreement, the College Dean or appropriate administrator shall designate the faculty furlough days for the faculty unit employee based on compelling operational needs of the campus and will explain those needs in writing to the faculty unit employee.

14 Q: What factors should be considered in scheduling the additional furlough days?

A: The following factors should be considered in determining the additional faculty furlough days:

- The operational needs of the department or equivalent unit. For example, for the instructional faculty, the department chair should work with the faculty member to assure that course objectives and student learning outcomes are addressed.
- Up to four (4) faculty furlough days may be observed in a single calendar month once during the year. With the exception of this one-time observance, no faculty-unit employee will be subject to, or take, more than two (2) faculty furlough days in any calendar month.
- No more than one furlough day may be observed in any workweek, except during the month of the four-day exception listed above. The furlough days may, however, be consecutive work days if they are part of two separate weeks (e.g., Friday and Monday).

For Academic Year faculty, only those days that are workdays within the Academic Year Calendar may be used as furlough days. To determine which days are considered "workdays", see the CSUSB Academic Calendar at:

<http://academic-affairs.csusb.edu/progs AY%202009-2010.pdf>

- All furlough days must be taken before June 30, 2010.

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

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

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

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

17 Q: How will the Faculty Furlough Program be implemented for full-time Librarians, Counselors, and Coaches?

A: 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 any less than full-time Librarian, Counselor, or Coaching employees

18 Q: How will workload be managed with the reduced number of work days?

A: As is stated in the CSU/CFA Faculty Furlough Agreement, the furloughs shall not result in an unreasonable workload schedule. The composition of professional duties and responsibilities of individual faculty members shall be determined as described in Article 20 of the Collective Bargaining Agreement.

19 Q: Can we hire additional administrators and volunteer faculty to replace some faculty unit responsibilities during furlough days?

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

20 Q: How will the Faculty Furlough Program impact my anniversary date or benefits?

A: The Faculty Furlough Program will not affect a faculty member's anniversary date or constitute a break-in-service. It also will not change the seniority date of any tenured faculty unit employee. The Faculty Furlough Program does not impact the accrual of vacation and sick leave or the payment of health, dental, or vision benefits, or the Flex Cash Option.

21 Q: May I change health plans in order to reduce my monthly deductions?

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

22 Q: How does the furlough program affect CalPERS service credit for retirement?

A: The Furlough Program does not impact compensation levels for the purposes of CalPERS retirement under the current CalPERS regulations. These benefits will be based on the unchanged salary rate that would have been credited had the employee not been furloughed.

- 23 Q: What if I am currently participating in the FERP Program and would like to take a leave without pay?**
- A:** Any FERP participant may request, and shall be granted, a leave of absence without pay for any academic term or terms beginning 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 total period of no more than five (5) academic or fiscal years. Questions about the FERP program and leaves should be addressed to the Office of Faculty Affairs.
- 24 Q: Can faculty still apply to be on the Pre-Retirement Reduction in Time-Base (“PRTB”) Program for the 2009/2010 Academic Year?**
- A:** Yes. Any tenured faculty employee who applies, and is otherwise eligible for a PRTB for any academic term or terms beginning between July 1, 2009 and June 30, 2010 shall be granted such a PRTB. Any tenured faculty unit employee currently holding a PRTB who applies for a further PRTB for any academic term or terms beginning between July 1, 2009 and June 30, 2010 shall be granted such further PRTB.
- 25 Q: How do the furloughs affect Additional Employment and the 125% rule?**
- A:** For the period between July 1, 2009 and June 30, 2010, Article 36.4 has been revised to read 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 greater. Specific questions about the 125% rule should be addressed to the Office of Academic Personnel.
- 26 Q: Are there exemptions from furloughs under the Faculty Furlough Agreement?**
- A:** Under the Agreement the following exemptions from furloughs have been identified:
- Faculty Unit employees whose salaries are 100% funded from grants and contracts, and not funded from the state general fund.
 - Faculty Unit employees whose salaries are partially funded from grants and contracts and partially funded from the state general fund are subject to this furlough program pro-rata with the percentage of funds received from the state general fund.
 - Instructional Faculty Unit employees in 2322, Special Programs, and 2323, Extension for Credit, shall also not be subject to this furlough agreement.
- 27 Q: Will the Faculty Furlough Program impact those on Family Medical Leave (FMLA), Industrial Disability Leave (IDL), or Non-Industrial Disability Insurance (NDI)?**

A: No. The Faculty Furlough program will not impact Family Medical Leave, Industrial Disability Leave and Non-Industrial Disability Insurance (NDI) Leave.

28 Q: **How will the furlough be implemented for part-time faculty? Do the number of furlough days, in addition to the 6 SBCDs, vary according to the number of WTUs assigned to each part-timer?**

A: The number of days for part-time faculty, in addition to the 6 SBCDs (State Budget Closure Days), is the same as for full-time faculty. A part-timer's furlough "day", though, is weighted by the timebase of his/her appointment.

So if a part-time faculty member is teaching one 4 WTU course, this represents a 4/15 timebase, or a .27 timebase. When this part-time faculty member takes a furlough "day", the day itself has a timebase of .27. The part-time faculty member will need to choose 4 of these weighted furlough days per quarter (in addition to the two SBCDs).

29 Q: **When will faculty have to make their selections of the furlough days in addition to the 6 SBCDs? Will there be a form? Are we simply waiting until the official beginning of the Fall term to make this request?**

A: A form is currently being developed that will be used by chairs and faculty members to document their agreement on furlough days. This form may be rolled out as early as next week, along with more detailed guidance for the chairs. Once it's rolled out, chairs can start working with faculty immediately to come up with dates.

We'll need a form for each faculty member before classes begin.

30 Q: **I teach three classes, two on MWF and one on MW. I am a one-year contracted lecturer, and I am confused as to when to take these required furlough days because I am only on campus during my teaching assignment days. The required furlough days that have been initiated so far are on instructional days, which is shortening the quarter. However, it seems the only days I have to choose from to complete my furlough quota would be instructional days. It is going to be extremely hard to adjust my syllabi and calendars in order to squeak in all that needs to be covered in the course.**

A: The nature of your appointment is, in reality, a little different than what you describe above in that you are not appointed to be here on specific days, but are appointed over the entire quarter. Your *assignment* is on specific days. Therefore, you may choose furlough days in consultation with your department chair that fall on non-instructional academic year days - in other words, days that you do not teach.

One of the designated furlough days this quarter is on a Monday (the other being on a Thursday), so you have the option of choosing another four furlough days during the quarter that fall on Tuesdays and/or Thursdays so as not to interfere with the classes you are teaching.