STATE BUDGET CLOSURE DAYS PROGRAM  
California State University San Bernardino  
Frequently Asked Questions as of 8/17/2009  
Staff Furlough

DEFINITIONS/GENERAL QUESTIONS

1. Q: What is a furlough day?  
   A: A furlough day is any normally scheduled work day that is taken as an unpaid day off and must be taken in whole day increments.

2. Q: What is the duration of the State Budget Closure Program?  
   A: The State Budget Closure Program will be in effect from July 1, 2009 - June 30, 2010.

3. Q: Which employees are covered by the State Budget Closure Program?  
   A: MPP employees, confidential employees, non-represented, CSUEU, UAPD and APC represented employees, with the exception of sworn officers, public safety dispatchers and employees on a leave of absence without pay or military leave are covered by this program. This is regardless of status, and includes emergency hires.

4. Q: How many furlough days will employees be required to take?  
   A: 12-month employees will take 24 furlough days; 11-month employees will take 22 furlough days; 10-month employees will take 20 furlough days. Part-time employees will be subject to furloughs on a pro-rated basis. Example: a half-time employee will have their paid hours reduced by 8 hours per pay period.

5. Q: How will the State Budget Closure Program affect employees on a compressed work schedule?  
   A: Employees on compressed work schedules such as 4/10 should be converted to a 5/8 work schedule during any week that a furlough day is taken. Employees on compressed work schedules such as 4/10 should be converted to a 5/8 work schedule during any week that a furlough day(s) is taken.

6. Q: How will the State Budget Closure Program affect intermittent employees with hourly pay?  
   A: Intermittent employees are paid on an hourly basis. They will not have their pay reduced automatically through the State Controller’s Office, but their hours should be reduced on a pro-rated basis. The number of days in the pay period they are allowed to work should be reduced so they can’t work more than 19 days in a 21-day period or 20 days in a 22-day pay period. Please utilize the hours worked in the three (3) preceding months to derive the “average hours worked.”

7. Q: Who are the non-represented employees in “excluded classifications”?  
   A: Excluded classifications are those positions not covered by collective bargaining agreements, the Management Personnel Plan, or policies and procedures for confidential employees. Excluded classifications used on this campus are:  
   - Casual Worker  
   - Helper/Aid
8. Q: **How will the State Budget Closure Program affect these non-represented employees?**

   A: Non-represented employees in “excluded classifications” will not have their pay reduced automatically through the State Controller’s Office, but their hours should be reduced on a pro-rated basis. The number of days in the pay period they are allowed to work shall be reduced by two days, so that they can't work more than 19 days in a 21-day pay period or 20 days in a 22-day pay period.

9. Q: **How will the State Budget Closure Program affect student employees?**

   A: Non-represented student employees are not subject to the State Budget Closure Program, but opportunities for work may be decreased on university-designated furlough days.

10. Q: **How much pay will be deducted from my pay check each month during the State Budget Closure Program?**

   A: The effect of the State Budget Closure Program over a full year is a wage/salary reduction of 9.23%, but a monthly pay reduction of 10.07% shall be taken from pay evenly over the 11-month period (August 2009 through June 2010). Deductions will be taken automatically by the State Controller’s Office and will be reflected in the September 1 pay warrant for the August 2009 pay period.

11. Q: **How will the furlough program impact employees in multiple/concurrent positions?**

   A: An employee is only subject to the furlough program for the equivalent of a full-time CSU position.

   - If an employee has other position(s) in addition to a full-time position, the furlough pay reduction shall apply to the full-time position only.
   - If an employee has multiple fractional/part-time positions that total more than one full-time equivalent position, the furlough pay reduction shall apply to all positions for a maximum equivalent of one full-time position. The position with the lowest time base needs to have the furlough pay reduction amount adjusted to equal one full-time equivalency.
12. **Q:** How does the furlough program impact employees whose salary is funded from sponsored programs (grants, contracts, cooperative agreements)?

**A:** An employee appointed in positions funded in whole or in part by sponsored programs is exempt from furlough unless otherwise specified by the sponsoring agency. Only that portion of compensation not funded by a grant, contract or cooperative agreement will be subject to furlough.

**DETERMINING/SCHEDULING FURLOUGH DAYS**

13. **Q:** Will campus-wide furlough days be implemented?

**A:** The President has designated the following 19 university-designated furlough days, which includes one 4-day furlough period. The campus will be closed on these days. Employees will observe a non-paid furlough day unless they are required to provide essential services. Managers, with the approval of their Vice President, will determine essential services. Employees who work on a University-designated furlough day will take an alternate furlough day.

CSUSB will close on the following dates:

- August 14 & 28
- September 11 & 18
- October 22
- November 27 & 30
- December 21-24
- January 8
- February 12
- March 2
- April 2 & 27
- May 28
- June 25 & 28

14. **Q:** What if a scheduled vacation falls on a university-designated furlough day?

**A:** The day will be designated as a furlough day in lieu of vacation.

15. **Q:** What if an employee is sick on a furlough day?

**A:** The day will be designated as a furlough day in lieu of a sick day.

16. **Q:** How will the 5 flexible furlough days be scheduled?

**A:** Employees and departmental managers (first level MPP) will select the 5 flexible furlough days based on these factors:

- Operational needs of the unit.
- Two days in pay periods in which university-designated furlough days have not already been defined (October, January, February, March, and May).
- Flexible furlough days must not be in the same work week (*12:01 a.m. Sunday through 12:00 midnight Saturday), but they can be consecutive if they are part of two separate weeks (e.g., Friday and Monday).
- Employees may request a furlough day before or after a holiday or in conjunction with paid leave.
- Employees nominate flexible furlough days and supervisors approve them in a manner similar to vacation. Seniority in department and classification is used to make decisions when multiple people ask for the same day off.
- Vacation or other paid time off (Compensatory Time Off/CTO), personal holiday, sick, or holiday credits) may not be used in lieu of a flexible furlough day.
- Neither overtime nor CTO may be used to provide services not rendered as a result
of furloughs.

- It is the University’s intent not to authorize overtime in a week in which a furlough day is used.
- No unit will be closed on flexible furlough days.

17. Q: Why are employees limited to only one week within the 52-week furlough period in which they may take more than one flexible furlough day?

A: Due to concerns about unemployment liability, there can only be one week within the fifty-two (52) week State Budget Closure Program in which an employee takes more than one furlough day. This will occur December 21 – 24.

SETTING WORKLOAD EXPECTATIONS

18. Q: Can I choose to work on a furlough day?

A: No. Work is to be performed only when an individual is assigned to work. Work, no matter where it occurs (on or off campus), will need to be compensated. Working on a furlough day is in opposition to the intent and purpose of the State Budget Closure Program.
19. Q: Can overtime or CTO be used to cover work not performed as a result of furloughs?
A: No. Neither overtime nor CTO may be used to provide services not rendered as a result of furloughs.

20. Q: What happens to an exempt employee’s status when he/she takes a furlough day?
A: Employees “exempt” from Fair Labor Standards Act (FLSA) lose their FLSA exemption and become non-exempt employees for the duration of the week a furlough is taken.
(Note: Does not pertain to classifications included in the CFA * or UAPD agreements.)
- Non-exempt employees are entitled to overtime pay and California Wage & Hour rules.
- Employees may not work more than 32 hours during the week that a furlough day is taken.
- Sick and vacation hours must be recorded, even in partial day increments, if occurring during the 32 hours of work.
- MPP administrators and supervisors must be cognizant of hours worked by non-exempt employees.
  - Any time worked must be compensated, and any hours worked in excess of 40 in the furlough work week must be paid overtime at 1.5 times regular hourly base rate. (Employees will not be eligible to earn or accrue CTO for overtime hours worked during a furlough week. The University must pay out any overtime hours worked by the affected employee in the respective pay period.)
  - It is the University’s intent not to authorize overtime in a week in which a furlough day is used; duties and work responsibilities may need to be re-prioritized during this time period.

21. Q: Will student assistants and managers work more hours to make up for employees observing furlough days?
A: The number of student assistant hours and the number of administrators in a department should not be increased for the purpose of performing bargaining unit work.

22. Q: How will workload be managed with the reduced number of work days?
A: Managers will work with their staff and with each other to ensure that priorities, goals and expectations are re-assessed to identify the highest priority outcomes in consideration of the work hours available.

PAYROLL

23. Q: How will my pay be affected during the State Budget Closure Program?
A: Gross pay will be reduced by 10.07% each pay period for the eleven (11) month period August 1, 2009 through June 30, 2010.
Individuals with questions regarding the impact of the State Budget Closure Program can estimate their net by using the Paycheck Calculator available through http://www.sco.ca.gov/ppsdpse_paycheck_calc.html
24. Q: How will the State Budget Closure Program impact Social Security?
   A: Gross wages will be reduced for calculation of taxes, including Social Security (FICA and Medicare) wages; the FICA and Medicare deductions will therefore be reduced. We anticipate that the impact from a one-year reduction in wages to your Social Security benefits, when factored with your wages over an entire career, will be minimal. Impact to future benefits based on your personal circumstances is best answered by the Social Security Administration and/or your personal tax advisor.

25. Q: Will the furlough day deductions be taken from my pay automatically at the State Controller’s Office?
   A: To set up the deduction, the California State University, San Bernardino Payroll Department must complete a manual process that will stay in effect for the year, or until a qualifying status change.

RECORDKEEPING

26. Q: How do I record both university-designated furlough days and flexible furlough days?
   A: The Payroll department will be announcing procedures as soon.

27. Q: Who will ensure that the appropriate furlough time is taken?
   A: Department managers (1st level MPP) are responsible for ensuring that all individuals covered by the State Budget Closure Program take their required furlough days.

EFFECT OF BENEFITS

28. Q: Will benefits for employees or their dependents be affected in any way by the State Budget Closure Program?
   A: Furlough programs do not adversely affect employees’ anniversary date; seniority credits; vacation or sick leave accrual; payment of medical, dental or vision benefits; or FlexCash options. Eligibility for health benefits is based on time base and length of appointment. The time base does not change for employees subject to furlough; therefore, employees will remain eligible for health benefits.

29. 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.

30. Q: Can I stop, start, cancel or reduce/increase my Health Care Reimbursement Account (HCRA) Plan contribution?
   A: No; changes will not be allowed to your HCRA contribution as a result of the furlough program.

31. Q: Can I stop, start, cancel or reduce/increase my Dependent Care Reimbursement Account (DCRA) Plan contribution?
32. **Q:** Can I change the amount deducted for my 403 (b) plan?

**A:** 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.

33. **Q:** Will the amount deducted for retirement be affected by the reduction in pay due to furlough?

**A:** Employees’ retirement contributions remain at the same percentage based on the reduced gross salary. Therefore, employees who contribute to retirement programs will contribute a reduced amount.

34. **Q:** How does the State Budget Closure Program affect CalPERS service credit for retirement?

**A:** If a full time employee on a 2-day/month furlough plan works continuously during the entire fiscal year (FY), they will continue to earn a year of service credit (1.0). However, in rare situations (such as employees with appointments of less than 12 months in the FY; employees who do not work continuously during the entire FY; and employees who have a period of unpaid leave during the year), a full-time employee may see a reduction in service credit as a result of the State Budget Closure Program.

Part-time employees accrue a proportionately reduced amount of service credit according to their time base.

35. **Q:** How will I know if my CalPERS service credit is affected by the furlough?

**A:** Employees can check their service credit on the CalPERS website. Service credit as of June 30 is posted on myCalPERS when the Annual Member Statement becomes available in the fall of each year. Also, employees can call CalPERS at (888) 225-7377 for the most current calculation of their service credit.

36. **Q:** Will the State Budget Closure Program affect maximum vacation accruals?

**A:** No; maximum vacation accruals are governed by system-wide policies and Collective Bargaining Agreements.

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**EFFECT ON LEAVES OF ABSENCE**

37. **Q:** If I am using unpaid leave (Leave without Pay), how will this process impact me?

**A:** Employees on a leave of absence without pay are exempted from taking furlough days during their unpaid absence.