MANDATORY FURLoughs
COLUMBIA CAMPUS AND PALMETTO COLLEGE

COST SAVINGS MEASURES
IN RESPONSE TO COVID-19
MANDATORY FURLough

Eligibility
• Employees in FTE, RGP, TL positions and Exempt Temporary Staff
• H1Bs are not eligible to participate.
• Does not apply to Hourly employees (non-exempt temporary employees), student employees, Law Enforcement, as outlined in the plan who support a medical program, faculty on approved sabbatical, or those in the cabinet who voluntarily agreed to a 10% reduction in pay.

Benefits
• Annual and Sick Leave will still accrue.
• No service dates are adjusted for furlough.
• For benefits which require employer and employee contributions, the university will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted.
MANDATORY FURLough

Procedures
• Will be effective 7/1/2020 through 6/30/2021
• Furlough will be tracked in iTAMS utilizing codes
  • FURLOUGH-M - Furlough Mandatory
• For those who are affected by mandatory furlough, voluntary furlough CANNOT be taken until the mandatory furlough days has been satisfied.
• This is applied to primary job only – not internal duals.
• Employees affected by a mandatory furlough do not have grievance or appeal rights under the State Employee Grievance Procedure Act.
• Cannot be taken on a holiday or within a week where a holiday occurs.
• Annual or Sick Leave can not be used in the place of mandatory furlough days.
MANDATORY FURLOUGH

• For exempt employees, furlough must be taken for five (5) full days in the same work week in order to maintain exempt status. Employees cannot work during this time or exemption status is jeopardized.

• FLSA workweek runs from Sunday to Saturday. Exempt employees cannot work that Sunday or Saturday either.
MANDATORY FURLOUGHS

• Employees must take furlough days in whole day increments.

• Employees will not be paid their salaries for days furloughed.

• Salary will be reduced over the fiscal year according to the employee’s pay schedule. Salary means base and non-base salary adjustments. For example, temporary salary adjustment, administrative salary adjustment, etc. will be reduced.

• Employees hired during the fiscal year who meet the outlined criteria will not be required to take the mandatory furlough.
**Mandatory Furlough**

Number of furlough days based on base salary:

<table>
<thead>
<tr>
<th>Base Salary</th>
<th>12, 11 and 10.5 Month Furlough Days</th>
<th>9 Month Furlough Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200,000 and above</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>$118,000-$199,999</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

**Employees must take half of their mandatory furlough days by December 18, 2020.**
MANDATORY FURLOUGH

• 7-day notice must be given to employees

• Division of Human Resources will send out notification to employees affected by the mandatory furlough

• Employees will receive the notice by June 24, 2020

• A listing of employees impacted by the mandatory furlough will be sent to the College/Division HR Contact in each area
MANDATORY FURLough

Unemployment

An employee may be eligible for weekly unemployment compensation if during the week the employee earns less than their maximum weekly benefit amount.
MANDATORY FURLOUGH

ITAMS Approvers

• It is incumbent of the supervisor to ensure they are approving correct information about mandatory furlough.
  • Ensure correct code is used – mandatory vs. voluntary furlough

• Monitor furlough hours used to ensure mandatory days are taken but not exceeded

• Exempt employees must take the 5 consecutive days in the FLSA workweek.
  • Example: Mandatory furlough entered for Monday through Friday, and no work performed on the previous Sunday or following Saturday as well.
QUESTIONS?
THANKS!

Division of Human Resources