



Workforce Wide Furlough Plan

July 1, 2020 to December 31, 2020

Commencing July 1, 2020 and continuing through December 31, 2020 the University of Wisconsin-Green Bay will implement workforce-wide furloughs for ongoing employees (not otherwise exempt) for the purpose of reducing overall institutional expenses in anticipation of reduced program revenue and loss of state funding.

Eligible employees will be furloughed November 27, 2020 (*Day after Thanksgiving*) and all campus locations will be closed for business on that date

In addition to that day, eligible employees will be required to take additional days of intermittent furlough between July 1, 2020 and December 30, 2020 as designated below. Qualifying income will be based on the employee's annual base compensation for their primary appointment as of July 1, 2020.

12-month employees:

Less than \$70,000 per year:	one (1) day
Between \$70,000 - \$99,999:	three (3) days
Between \$100,000 - \$149,999:	five (5) days
\$150,000 or more per year:	eight (8) days

9-month employees¹:

Less than \$70,000 per year:	a half (.5) day
Between \$70,000 - \$99,999:	two (2) days
Between \$100,000 - \$149,999:	three and a half (3.5) days

¹ For purposes of this process, employees on 12 month contracts who have a "short work break" in the months of July and/or August will have their required furloughs assessed as 9 month employees



Employees with less than 1.0 FTE will be furloughed for each day with hours prorated to their percentage of assignment (i.e. if the employee is in a 50% appointment, a furlough day will be 4 hours).

For hourly employees, the calculation to determine annual base salary is hourly rate x 2080 hours.

Exceptions²

1. Employees who are funded exclusively through a sponsored project or grant and have their full salary itemized within the project budget
2. Employees who started employment on or after July 1, 2020
3. Employees on H1B or E-3 work authorization
4. Employees who have submitted a formal Notice of Separation before July 1, 2020 with separation date before December 31, 2020;
5. Police Patrol Officers, subject to determination by Chief David Jones
6. Power Plant workforce, subject to determination by Paul Pinkston, Director of Facilities

University Staff, Academic Staff and Limited Staff employees shall have the ability to select their own additional furlough assignment dates, subject to the approval of their immediate supervisor.

1. The dates selected must be between July 1, 2020 and December 30, 2020;
2. Employees may not work more than 80% of their scheduled work time during the week in which a furlough day is taken. For full time employees, 80% is 32 hours.
3. Subject to supervisor discretion, an employee may take the furloughs in half-days or full days (excluding 11/27/2020).
4. ***Employees may not take more than two ½ days or one full day every two-week biweekly pay period.***
5. Employees may not use vacation, personal holiday or sick time to replace the day of furlough, but may implement the furlough in conjunction with any approved time off;
6. In no event shall an employee be permitted to select furlough assignment dates that result in a conflict with federal and state minimum wage laws.
7. Employees who receive temporary workload reductions, reduction of pay, or consecutive day furloughs between July 1, 2020 and December 31, 2020 in an amount equal to or greater than the total number of days of furlough assigned under this agreement shall be exempt from taking intermittent furlough under this plan.

Faculty and Instructional Academic Staff shall have the ability to select their own additional furlough assignment dates, subject to the approval of their Department Chair. Faculty and Instructional

² Employees exempt from Workforce wide furloughs will need to use vacation, personal holiday or make arrangements to work on November 27th, 2020 subject to approval of the supervisor



Academic Staff should not apply the required furlough in a fashion that interferes with the instruction of coursework.

1. The dates selected must be between August 24, 2020 and December 30, 2020;
2. Subject to chair's discretion, an employee may take the furloughs in half-days or full days (excluding 11/27/2020). Employees may not take more than one full day of furlough day every two-week [biweekly pay period](#);
3. Faculty or Instructional Staff may not work more than 80% of their primary appointment during the week in which a furlough day is taken. For full time employees, 80% is 32 hours (or 36 hours depending on full day or half day).
 1. Application of furlough does not prevent work associated with overload payments
 2. Associated reduction in pay will not be applied to overload payments
4. Employees may not use sick time to replace the day of furlough, but may implement the furlough in conjunction with any approved time off;
5. In no event shall an employee be permitted to select furlough assignment dates that result in a conflict with federal and state minimum wage laws.

Timeline:

May 14, 2020:	Campus announcement
June 19, 2020:	Employee notices delivered by Human Resources
July 1, 2020:	First possible day of furlough for 12-month employees
August 24, 2020:	First possible day of furlough for 9-month employees
Ongoing:	HR reports to Deans / Division Leaders regarding employee furlough use Supervisors work with employees to confirm required furlough use
November 27, 2020:	All campus furlough
December 30, 2020:	Employees must have implemented all furloughs required under this plan

Reduction in Pay for Limited Employees

Limited Appointees, by statute, serve at the pleasure of their appointing chancellors and are not entitled to any due process. See Wis. Stat. sec. 36.17. Thus, temporary pay reductions are applicable for those in



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Limited appointments. The most efficient means of achieving such pay reductions is to obtain the agreement of the affected employee. Voluntary pay reductions may be utilized in lieu of or in addition to the planned workforce-wide furlough program. Employee's wishing to accept a voluntary pay reduction should communicate with their Area Leaders **by June 26, 2020** who will work with Human Resources to apply that reduction. *Note; accepting a voluntary pay reduction in an amount equal to or greater than the total number of days of furlough assigned under this agreement shall be exempt from taking intermittent furlough under this plan.*

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