



# COPPIN STATE UNIVERSITY

## Temporary Salary Reduction Plan FAQs Fiscal Year 2011

### What is a Temporary Salary Reduction?

A Temporary Salary Reduction (TSR) is unpaid time when an employee is at work. No other earned leave is used. The purpose of the Temporary Salary Reduction is to achieve a budget savings via salary reductions.

### Is a Temporary Salary Reduction the same as a furlough?

No, a furlough is the placement of an employee in a temporary non-duty, non-pay status for budget-required reasons. A Temporary Salary Reduction is a temporary adjustment to the employees' bi-weekly salary.

### How will CSU's Temporary Salary Reduction Plan work?

Each employee affected by the Temporary Salary Reduction Plan will have their salary reduced for a specified number of pay periods as indicated below. As part of the Plan, employees will accumulate a specified number of Administrative/ Furlough Leave Days that may be taken during Fiscal Year 2011.

Salary	# of Days	4 Hour Deductions	2 Hour Deductions
0 - 30,000	2	N/A	8
30,001 - 40,000	3	N/A	12
40,001 - 55,000	4	N/A	16
55,001 - 80,000	5	10	N/A
80,001 - 90,000	6	12	N/A
90,001 - 124,999	7	14	N/A
125,000 +	8	16	N/A
President's Cabinet	10	20	N/A

**Who is affected by CSU's Temporary Salary Reduction Plan?**

- All regular (faculty & staff) and contingent II employees working full-time will participate in the salary reduction plan;
- Contingent I employees, employees on an H1B Visa, employees paid with 100% restricted funds, Adjunct Faculty, and students will be excluded from the plan.

**Why are we participating in a Temporary Salary Reduction Plan?**

CSU must reduce the Fiscal Year 2011 (FY '11) budget by \$553,000 as a part of the current University System of Maryland (USM) budget reduction.

**When will the FY 2011 Temporary Salary Reduction Plan be in affect?**

- Reductions for Regular employees will begin in the pay check received on September 15, 2010
- Reductions for Contractual employees will begin in the pay check received on September 8, 2010

The Temporary Salary Reduction Plan will continue through June 2011.

**Why is CSU using a Temporary Salary Reduction Plan versus Furlough Days to meet the FY '11 budget reduction of \$553,000?**

In comparison to the FY10 Furlough Plan, CSU's budget reduction requirements (\$553k) are approximately the same. Since the Temporary Salary Reduction Plan achieved our goal in FY10, CSU opted to utilize the same method for achieving its budget reduction requirements for FY11.

**Can I choose in which paycheck my salary is reduced?**

No, the payroll department will follow a budget reduction schedule. All employees will see a reduction on their paychecks beginning in September through the last check of the pay period in which the employee accumulates their respective number of Administrative/Furlough Leave days.

**Does the Temporary Salary Reduction affect my benefits (health, retirement/pension or Leave)?**

No, the Temporary Salary Reduction Plan does not reduce your health, retirement/pension or leave benefits.

**Will overtime pay be affected by the Temporary Salary Reduction Plan?**

No, the Temporary Salary Reduction Plan will not affect overtime pay. Non-exempt employees will be paid for all approved overtime hours worked at the standard rate of 1 ½ times their regular hourly wage.

Exempt employees are salaried employees and are not eligible to earn overtime.

**What are Administrative/Furlough Leave Days?**

Employees who participate in the Temporary Salary Reduction Plan will accumulate administrative/furlough leave days equivalent to the number of days their salary will be reduced.

The furlough/temporary salary reduction Plan will follow the tiered approach outlined below:

<b>Salary</b>	<b># of Days</b>
0 - 30,000	2
30,001 - 40,000	3
40,001 - 55,000	4
55,001 - 80,000	5
80,001 - 90,000	6
90,001 - 124,999	7
125,000 +	8
President's Cabinet	10

**Under what circumstances can I lose my Administrative/Furlough Leave days accumulated as a result of the Temporary Salary Reduction?**

All Administrative/Furlough Leave days accumulated as a result of the FY 2011 Temporary Salary Reduction should be used by June 14, 2011.

**How do I enter an Administrative/Furlough Leave day on my electronic timesheet in EagleLinks?**

Use the time reporting code (TRC), **Furlough/Administrative Leave Taken (FRTK)** and enter the hours to be taken.

**When must I take the Administrative/Furlough Leave Days that I will accumulate as a result of having my salary reduced? Are there any scheduled Administrative/Furlough Leave days?**

Two (2) of the accumulated Administrative/Furlough Leave days will be utilized for the campus closure on Monday, March 21, 2011 and Tuesday, March 22, 2011.

**Can I take a partial Administrative/Furlough Leave day? Can an employee take Administrative/Furlough Leave in increments less than 8 hours?**

**Non-exempt** employees can take Administrative/Furlough Leave in increments of four (4) hours.

Full-time faculty and **exempt** employees record Duty Days (D) and therefore cannot take Administrative/Furlough Leave time in increments less than eight (8) hours.

**What if I work full-time and teach part-time?**

The Temporary Salary Reduction Plan will only apply to an employee's full-time position.

**What about Grant funded contracts?**

Employees paid with 100% restricted funds will not participate in the Temporary Salary Reduction Plan.

**What do I do if I work a compressed work week?**

Employees on an alternate or compressed workweek will have their salary temporarily reduced in the same manner as employees working a normal pay week.

**What if I work part time at another USM campus?**

Your Temporary Salary Reduction will only be based on your full-time CSU salary.

**Am I entitled to unemployment benefits to cover the loss of pay due to the Temporary Salary Reduction?**

The University does not expect any employee to be eligible for unemployment benefits due to the Temporary Salary Reduction Plan.

**How will the Temporary Salary Reduction Plan impact an employee on Family and Medical Leave (FML)?**

An employee on paid leave between August 15, 2010 and June 14, 2011, will participate in the Temporary Salary Reduction Plan.

**How will an employee on paid military leave be impacted by the Temporary Salary Reduction Plan?**

Employees on paid military leave will not be impacted by the Temporary Salary Reduction Plan; however, employees returning to full duty prior to June 14, 2011, may be impacted by the Temporary Salary Reduction Plan.

**What happens if a person leaves State service before the end of the fiscal year 2011, before taking the appropriate number of furlough hours?**

If an employee leaves State service during this period, no action is necessary to recoup any remaining reduction in pay or Administrative/Furlough Leave hours.

**Does an employee have grievance rights regarding the furlough or temporary salary reduction?**

Neither the placement of an employee on a furlough nor a Temporary Salary Reduction gives rise to grievance or appeal rights.

**How will a Supervisor/Manager know how many Administrative/Furlough Leave hours each employee has accumulated and/or used?**

The supervisor will track how many Administrative/Furlough Leave hours the employee accumulates each pay period. There are no "Furlough Forms" to complete under the Temporary Salary Reduction Plan.

Employees who are required to take more than two (2) furlough days must submit prospective Administrative/Furlough Leave dates to their supervisor for approval by March 1, 2011.

**What happens if an employee uses their accumulated Administrative/Furlough Leave prior to an official University closing on which an Administrative/Furlough Leave day is scheduled to be taken.**

The employee will be required to use annual or personal leave on those days or take leave without pay.

**How should I report my time under the Temporary Salary Reduction Plan?**

Employees should enter time as usual. CSU's Payroll Department will manually deduct the appropriate number of hours each respective pay period in Central Payroll Bureau's online system bi-weekly.

**Why are USM institutions implementing a Budget Reduction Plan that is different from the State's Plan?**

The University System of Maryland Board of Regents, asked institutions to implement Plans that would serve in the best interests of its employees.

Due to the impact of the sizeable FY 2011 budget reduction (\$553K) that CSU must meet, employees are required to take more furlough days this year than during the previous year's furlough. The Temporary Salary Reduction Plan was chosen because it decreases the impact on an employee's paycheck by allowing employees' salaries to be reduced for two (2) or four (4) hours of pay over a more extended period of time.

**Who can I contact for assistance related to the Temporary Salary Reduction Plan?**

<b>Inquiry Type</b>	<b>Contact and Department</b>	<b>Phone</b>
Pay Inquiries	Ms. Angela Braxton, Payroll	410-951-3681
Leave Adjustment Inquiries	Ms. Cindy PreVatte, Human Resources	410-951-3671
Faculty Furlough Inquiries	Mr. Michael Bowden, Provost Office	410-951-4236
Staff Furlough Inquiries	Ms. Lisa Early, Human Resources	410-951-3669