

# FURLOUGH FAQs for CLASSIFIED EMPLOYEES

## What is a furlough?

A furlough is an involuntary day or days off from work without pay as a result of reduction in funds.

## Am I exempt from the furlough?

No, all contract classified, confidential and management employees will be participating in the District's furlough program.

## How does furlough scheduling work?

There will be five mandatory furlough days that begin with the December 2012 pay period, all employees subject to furloughs will observe these days.

Management and confidential employees will take an additional 1 or 2 "self-directed" furlough days. These days will be observed based on departmental/campus needs and must be completed by June 30, 2013.

## What assistance is available?

During this very stressful period, we encourage employees and their family to take advantage of the District's EAP benefit. The Employee Assistance Program offers counseling on a wide range of issues, including emotional health and finances and is completely confidential. If you would like to take advantage of this benefit, call the toll free 24-Hour Helpline at 1-800-635-3616.

## How is the dollar amount for the furlough deduction calculated?

The number of furlough days in comparison to the annual number of days worked determines the percentage of pay reduction. Let's look at an example of the calculation for a 12 month classified employee.

Required Furlough Days	=	5
# Paid Days Per Year	=	261
Percentage of Pay Reduction	=	$5 \div 261 = 1.92\%$

This employee will see an annual deduction of pay equaling approximately 1.92%

## Ok, what does this percentage mean in terms of actual pay?

Let's say the 12-month employee shown in the example above is a Staff Aide who makes \$55,677 per year. The math breaks down this way:

Daily Pay Rate	=	\$213.32 (\$55,677 ÷ 261 Days)
Amount Deducted Per Furlough Day	=	\$213.32

### **Will the furlough affect my salary placement?**

No, your salary placement and range remains the same. However, you are not paid for furlough days and this payroll deduction will show up on your pay stub as a "dock".

### **Can I use vacation time to avoid taking furlough time?**

No. You can't substitute other leave for your furlough time.

### **Do I need to report my furlough days on an absence report?**

No.

### **I'm a classified employee, can I pick my furlough days?**

No, you must use the furlough days identified in the MOU between the Coast Federation of Classified Employees and the District.

### **Do furlough days count toward "hours worked" for overtime purposes?**

No.

### **Won't my department be forced to work employees overtime to make up for the furlough?**

Department budgets will be reduced for the five furlough days and will not be augmented for overtime pay to supplement behind the furlough.

### **Will the furlough affect my benefits?**

No, your District Benefits remain the same.

### **Will the furlough affect my retirement benefits?**

No. Your normal pay rate will be reported to PERS for retirement purposes even though your actual pay is less and recent legislation protects your service credit.

## **Does the furlough impact Social Security?**

No.

## **Can furlough days be used in increments?**

No.

## **How does the furlough affect Family Medical Leave Act leave?**

The furlough doesn't affect the amount of available FMLA leave.

## **Is 'Furlough' the same as 'Laid Off' for Unemployment Benefits?**

The Employment Development Department (EDD) is the best source to contact to answer this question. Their phone number is **1-866-333-4606** or you may visit them online at [www.edd.ca.gov](http://www.edd.ca.gov).

## **When are the scheduled furlough days?**

All employees will observe the following five furlough days:

December 17, 2012

December 18, 2012

March 28, 2013

May 28, 2013

June 7, 2013

## **Will any offices be open on mandatory furlough days?**

No. The District Office and her sister campuses will be closed on the mandatory furlough days.

## **When will the furlough deduction be taken?**

Per the CFCE MOU the furlough pay deduction will be docked from paychecks issued in January, February, April, May, and June 2013.