

Supervisor's Furlough Checklist (Reduction in FTE)

- Review and understand the impacts of the **Furlough** and **Workshare Program**. Resources can be found on the [HR website](#)
- Schedule meetings** with each of your affected employees to discuss the furlough program and expectations:

Process

- Ensure employees have completed and submitted the **Work Share forms** electronically via their Portal or in-person to the HR office. They should not email their forms due to the personal nature of the information.
- Ensure the employee understands the impact of the reduction in FTE. Refer them to the [HR website](#) or to the Human Resource office with any questions.
- Discuss using leave time** (sick/vacation/personal days) and the ineligibility for unemployment benefits during the week leave time is used.
- Explain that their **vacation and sick time accrual** will increase at .80 during the furlough time rather than 1.0. **PERS and ORP contributions** will also be at the .80 rate.
- Explain that **health insurance benefits** will remain the same.
- Explain that the furlough day will be recorded on their **timesheet/leave report** as LWOP (Leave Without Pay).

Work Plan

- Have employee complete a new [Telecommuting Agreement](#) with their revised work schedule and tele-work hours if they will be working from a location outside of campus (Refer to Supervisor's Telecommuting Checklist).
 - Establish work schedules.** Be clear about the expectation to maintain a 32-hour/week schedule (Sunday – Saturday). No exceptions. Employee, supervisor, director, and VP must certify your weekly hours.
 - Draft a work plan.** Prioritize workload and agree which tasks/projects are most important to the success of the unit during the reduction in work force.
 - No work on furlough day.** Explain that no work is to be conducted during the furlough time including work-related phone calls or emails. Suggest that employees post their available hours in the signature line of their email, out of office response, and/or voice mail.
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- Follow the instructions from HR to submit the weekly certification of hours for each of your employees by the due date.