

From: Voith, Amie **On Behalf Of** Sheehan, James P.
Sent: Tuesday, September 22, 2009 1:31 PM
To: All Faculty and Staff
Subject: Towson University's Temporary Salary Reduction and Administrative Furlough Leave Plan - FY2010
Importance: High

The following message is sent on behalf of Vice President for Administration & Finance and CFO James P. Sheehan:

Towson University's Temporary Salary Reduction Administrative Furlough Leave Plan (Plan) was approved by the Chancellor yesterday and will be implemented on October 7, 2009 for regular employees and October 10, 2009 for contingent employees. TU's Plan applies to contingent and regular faculty and staff employees unless otherwise exempted and will end in June 2010.

As promised by Dr. Caret, careful consideration was given to spreading the salary reduction over as many pay periods as possible and graduating the number of furlough days/hours based on salary levels. The allocation of salary reductions and administrative furlough leave time is based on the employee's primary position, full time equivalency (FTE), and annual salary on October 7, 2009. Part-time salaried employees shall receive the temporary salary reduction and administrative furlough leave hour/s on a prorated basis equal to their percentage of employment (FTE). The reduction is a pre-tax adjustment to gross earnings each pay period, not a reduction of gross salary.

All employees included in the plan will receive a letter from the Office of Human Resources explaining each employee's temporary salary reduction and administrative furlough hours granted.

The following contains information on the guidelines and procedures for Towson University's Plan:

Allocation of Administrative Furlough Leave Day/s for Regular Faculty and Staff, Contingent Category II Exempts, and Lecturers (Table A)

Annualized Salary as of 10/07/09	Number of Day/s	Number of Hours X FTE (Full Time Equivalency)
0 - \$24,999	1	8 x FTE
\$25,000 - \$29,999	2	16 x FTE
\$30,000 - \$39,999	3	24 x FTE
\$40,000 - \$59,999	4	32 x FTE
\$60,000 - \$79,999	5	40 x FTE
\$80,000 - \$99,999	6	48 x FTE
\$100,000 - \$129,999	7	56 x FTE
\$130,000 - \$149,999	8	64 x FTE
\$150,000 - \$179,999	9	72 x FTE
\$180,000 and Above	10	80 x FTE

Examples:

- A. Employees with an annualized salary of \$30,000 and an FTE of 1.0 are allocated 24 administrative furlough leave hours (3 days).
- B. Employees with a salary of \$30,000 and an FTE of 0.5 have an annualized salary of \$60,000. The administrative furlough leave hours are based on the \$60,000 annualized salary, which is 5 days or 40 hours. The hours are then multiplied by the FTE to determine the number of hours allocated.
 $\$30,000 \div 0.5 \text{ FTE} = \$60,000 = 40 \text{ hours}$
 $40 \text{ hours} \times 0.5 \text{ FTE} = 20 \text{ hours (2.5 days) of allocated administrative furlough leave}$

Allocation of Administrative Furlough Leave Day/s for Contingent Category II Hourly Non-Exempt Employees (Table B)

Hourly Rate as of 10/07/09	Number of Day/s	Number of Hours X FTE (Full Time Equivalency)
0 - \$12.01	1	8 x FTE
\$12.02 - \$14.42	2	16 x FTE
\$14.43 - \$19.23	3	24 x FTE
\$19.24 - \$28.84	4	32 x FTE
\$28.85 - \$38.46	5	40 x FTE
\$38.47 - \$48.07	6	48 x FTE
\$48.08 - \$62.49	7	56 x FTE
\$62.50 - \$72.11	8	64 x FTE
\$72.12 - \$86.53	9	72 x FTE
\$86.54 and Above	10	80 x FTE

Examples:

- A. Employees earning \$12.01 per hour with an FTE of 1.0 are allocated 8 hours (1 day) of administrative furlough leave.
- B. Employees earning \$12.01 per hour with an FTE of .5 are allocated 4 hours (0.5 days) of administrative furlough leave.

Exemptions:

- Part-time faculty
- All Contingent Category I staff
- Employees currently on an H-1B Visa sponsored by Towson University
- Student employees, graduate students, and teaching assistants
- Employees hired with an effective date between May 5, 2010 and June 30, 2010

Guidelines:

- Temporary salary reduction and administrative furlough leave time shall occur in accordance with the following schedule:

Payroll Status	Pay Date Ranges	# Pays Reduced
Regular 26 Pay Emp.	10/07/09 to 6/15/10	18
Contingent 26 Pay Emp. (CCII's and 26 Pay Lecturers)	10/10/09 to 6/18/10	18
Regular 21 Pay Faculty	10/07/09 to 6/01/10	17
Contingent 21 Pay Lecturers Faculty (see below)	10/10/09 to 6/04/10	17

- Employee Benefits and Pension/Retirement Plans are not impacted by the Plan.
- Overtime payments between October 7, 2009 and June 15, 2010 (regular employees) and October 10, 2009 and June 18, 2010 (contingent employees) will be calculated using the employee's biweekly salary or hourly rate prior to the Plan.
- All administrative furlough leave time must be scheduled and approved by the department/supervisor.
- Employees are eligible to take more than one administrative furlough leave day per pay period with the approval of their supervisor.
- The Board of Regents' resolution on furloughs encourages faculty to schedule administrative furlough leave with minimal impact on student instructional time. Faculty should be sensitive to this request.
- Employees must use their administrative furlough leave time by June 15, 2010 (regular 26 pay faculty and staff), June 18, 2010 (contingent staff and 26 pay Lecturers), June 1, 2010 (21 pay Lecturers), and June 1, 2010 (regular 21 pay faculty). Administrative furlough leave time not taken by the deadlines will be forfeited.
- Web timesheets will show the number of allocated administrative furlough leave time and balances under the heading of "Leave Statement".
- Faculty and staff who complete Web timesheets shall mark their administrative furlough leave time with code FRREG and hours based on FTE.
- Contingent Category II non-exempt staff shall mark their administrative furlough leave time with code FRCTN and hours based on FTE.
- Contingent Category II exempt staff shall mark their administrative furlough leave time with code FRCTE and hours based on FTE.
- Regular faculty who do not complete Web timesheets shall mark their report/leave records with code 41 for administrative furlough leave time.
- Administrative furlough leave time shall be calculated on a prorated basis for employees hired with an effective date of October 7, 2009 to May 5, 2010.