

## FY21 Budget Reduction Plan Options for Personnel

**NOTE:** The information contained in this document is intended to be a brief overview of personnel notification requirements. Additional factors and/or unique characteristics may come into play in all personnel processes. Please contact Human Resource Services to discuss specific scenarios.

### Furlough

Scheduled period of unpaid time away from work enacted as a cost savings measure. For FY21 Budget Reduction

EE Type	Notice Period
Civil Service	30 days' notice for FY 21 Budget Reduction
Bargaining Unit	30 days WFSE and IUOE, 15 days Guild, also provide notice to union for regular layoffs. Contact <a href="mailto:HRS.labor@wsu.edu">HRS.labor@wsu.edu</a> for additional information.
Administrative Professional	30 days' notice
Faculty	Faculty Manual no specific provisions – voluntary agreement
Temp/Hourly	No notice period required

- Does not impact annual and sick leave accruals, holiday pay, and seniority.
- Maintain benefit eligibility if in paid status at least 8 hours a month. Benefit eligibility would be lost if employee is furloughed for a full calendar month or more.
- For CS/BU – no layoff rights
- CS/AP– Furlough may not exceed thirty (30) calendar days in a calendar year
- For FY21, furlough must be for a full work-week. No work may be performed during the furlough.

### Full Time Equivalency (FTE) and/or Term Reduction

Reduced FTE decreases the number of hours an employee normally works in a week (e.g. 100% to 80%) A term reduction changes the number of months worked in a year (e.g. from 12 month to 9 month).

EE Type	Notice Period
Civil Service (Permanent/Trial Service)	15 day - Layoff
Civil Service (Probationary)	1 day (Do not have layoff list or employment options)
Bargaining Unit	30 days WFSE and IUOE, 15 days Police Guild, also provide notice to union
Administrative Professional	30 days of reduction in FTE/TERM (must remain 6mos +1day)
Faculty	Per offer letter; Faculty Manual – financial exigency, program elimination
Temp/Hourly	No notice period required

- Benefit Eligibility Impact:
  - In most cases, employees on a 50% appointment, with a 9 month term, will maintain benefit eligibility year round. If appointment drops below 9 month, they may lose eligibility over the period they are not working.
  - Faculty whose appointments drop below 50% will most likely lose benefit-eligibility. In the event they have worked in a benefit eligible capacity for two years, and will continue to be working for WSU, but less than full time, they may be eligible for continued benefit under the “two year averaging” rule.
  - Faculty who are eligible for retirement participation will maintain the ability to participate in retirement, even if their FTE drops below 50%.

## FY21 Budget Reduction Plan Options for Personnel

**NOTE:** The information contained in this document is intended to be a brief overview of personnel notification requirements. Additional factors and/or unique characteristics may come into play in all personnel processes. Please contact Human Resource Services to discuss specific scenarios.

- All benefit related questions should be addressed with the HRS Benefits Unit, since there may be variable circumstances.
- Any employee can request a reduction in FTE or term change. Employee requested changes do not require notice period
- May impact OT exemption
- Will impact annual leave and sick accrual rates – leave is prorated to FTE; leave is not accrued for months not on appointment

### Employee Requested LWOP

- Any employee may request leave without pay
- Benefit eligibility would be lost if an employee is in LWOP for a full calendar month or more. If in paid status at least 8 hours a month, they would maintain benefit eligibility.

### Elimination of Position (Layoff, Discontinuation, Non-Renewal)

EE Type	Status/Years of Service	Notice Period
Civil Service	Permanent Employee	15 days – Layoff
	Permanent Employee on Project Appointment	15 days – Layoff
	Probationary Employee	1 day – Do not have layoff list or employment options
WFSE	Permanent Employee	30 days – Layoff/right to return to prior permanent position
	Permanent Employee on Project Appointment	30 days – Layoff/right to return to prior permanent position
	Probationary Employee	1 day – Do not have layoff list or employment options
IUOE	Permanent Employee	30 days – Layoff/right to return to prior permanent position
	Permanent Employee on Project Appointment	30 days – Layoff/right to return to prior permanent position
	Probationary Employee	1 day – Do not have layoff list or employment options
Police Guild	Permanent Employee	15 days – Layoff
	Permanent Employee on Project Appointment	
	Probationary Employee	
AP* - Appointment without a terminal end date, hired on or before <i>June 30, 2004</i>	Less than 1 year	30 days
	1 to 2 years	60 days
	More than 2 years	180 days
AP* - Appointment without a terminal end date, hired on or after <i>July 1, 2004</i>	Less than 1 year	30 days
	1 to 2 years	60 days
	More than 2 years	90 days
AP* - Terminal appointment <b>ending on pre-established date</b>	Not applicable	30 days if ending prior to pre-established end date.
	Annual - 1 year or less	3 months

## FY21 Budget Reduction Plan Options for Personnel

**NOTE:** The information contained in this document is intended to be a brief overview of personnel notification requirements. Additional factors and/or unique characteristics may come into play in all personnel processes. Please contact Human Resource Services to discuss specific scenarios.

Faculty* on continuous appointments (without an end date)	Annual - More than 1 year but less than 2 years	6 months
	Annual - 2 years or more	12 months
	Academic - 1 year or less	3 months
	Academic - More than 1 year but less than 2 years	6 months
	Academic - 2 years or more	9 months
Faculty* with a Terminal Date		Appointment ends on the pre-established end date
Temporary Hourly		No notice period

\*Faculty and AP who previously held permanent status in a WSU Civil Service staff position may have a right of reversion in accordance with the state Civil Service laws at the conclusion of the Faculty or AP appointment.

- **Benefit Impacts:** For all employees, if separated they will lose benefit eligibility at the end of the month they were in paid status 8 or more hours in the benefit-eligible position. **IMPORTANT:** If an employee is separated for a layoff reason (lack of work, lack of money, etc.), they will automatically re-establish benefit eligibility if they return to work in any capacity at least 8 hours in a month over the following 24 month period.
- Consideration should be given to assess disparate impact and impacts which affect family members working for the same department.
- Permanent employees who separate are entitled to payment of unused annual leave