



**SAN JOSÉ STATE  
UNIVERSITY**  
Office of Faculty Affairs

**Frequently Asked Questions as of 8/7/09**

- 1. Q: What is a faculty furlough day?**

**A:** The term "furlough day" as used in the CSU/CFA Furlough Agreement refers to a day on which a faculty unit employee is normally scheduled to work, or is in pay status, that is taken as an unpaid day off.
- 2. Q: What is the duration of the State Budget Faculty Furlough Program?**

**A:** The furlough program for faculty will be in effect from July 1, 2009 - June 30, 2010.
- 3. Q: Which faculty employees are covered by the Faculty Furlough Program?**

**A:** All Unit-3 Faculty employees are covered by the Faculty Furlough Program. This includes Tenure Track faculty (including FERP) and full-time and part-time Lecturers. Coaches who are in faculty unit classifications, SSP-AR Counselors, and Librarians are included.
- 4. Q: Am I covered by the Faculty Furlough Program if I am on a Sabbatical Leave or Difference-in-Pay Leave during the 2009-10 Academic Year?**

**A:** Yes. Faculty on paid leaves (with a few exceptions noted below such as FMLA leave) are covered by the Faculty Furlough Program.
- 5. Q: How many faculty furlough days will employees be required to take?**

**A:**

  - Full-time Academic-Year Faculty are subject to eighteen (18) furlough days during the 2009/2010 academic year. The pattern of days may include no more than nine (9) furlough days during the Fall Semester and 9 days during the Spring semester.
  - Full-time 12-month Faculty including Department Chairs are subject to twenty-four (24) furlough days between July 1, 2009 and June 30, 2010.
  - 10-month Faculty, such as 10-month Librarians and 10-month Coaches, are subject to no more than twenty (20) furlough days between July 1, 2009 and June 30, 2010.
  - Part Time Faculty are subject to furloughs on a prorated basis. Pro-ration will be determined consistent with the employee's time base. We are awaiting details on how pro-ration will be operationalized.
- 6. Q: How will the faculty furlough program affect Unit 11- Academic Student Employees?**

**A:** Unit 11 employees such as TAs, GAs, and Instructional Student Assistants are not subject to the Faculty Furlough Program.
- 7. Q: How much of the salary reduction related to furlough will be deducted from my pay check each month during furloughs?**

**A:** The effect of the furloughs is a wage/salary reduction of 9.23% over a 12-month period. Since the furlough program will not be implemented until the August 2009 pay period, this necessitates salary being reduced over an 11-month period for 10-month and 12-month

faculty, which equates to a 10.07% monthly reduction. For academic-year faculty, the reduction will be deducted pro-rata over the pay periods associated with the 2009-2010 academic year. For academic calendars such as ours in which the first pay period is September 2009, salary reductions will continue through the August 2010 pay period.

**8. Q: How is furlough determined for part-time employees?**

**A:** A part time employee's furlough "day" is weighted according to his/her time base. Thus, an AY faculty member with a time base of 0.4 would take 18 furlough days in an academic year, but each furlough day would be weighted as 0.40 of a full day. While this furlough would have a value of 18 x 0.40 days, the faculty member would have to account for 18 calendar days during the academic year on which he or she performed no work.

**9. Q: What is the calculation for part-time, pro-rata furlough reductions?**

**A:** The salary reduction will be 9.23% of actual salary.  
Example salary calculation: The AY faculty member in the example above has a base rate (full-time equivalent) of \$4,000 per month; with an actual time base of 0.40, the actual monthly salary is \$1,600 per month. The salary after furlough will be calculated as follows: first, reduce the base rate of \$4,000 by 9.23%. The adjusted base rate is \$3,630.80. This adjusted rate would then be multiplied by the time base of 0.40, to give the actual salary after furlough of \$1,452.32 per month. (Note that the same result is obtained by taking the \$1,600 per month actual salary and applying a reduction of 9.23% to that amount.)

**10. Q: I am a full-time chair, with one half-time AY appointment and one half-time 12 month appointment. How do the furloughs work for me?**

**A:** Detailed answer, including grid in the August 12<sup>th</sup> edition of the FAQs

**11. Q: Will the campus designate faculty furlough days?**

**A:** The President may designate specific furlough days as state budget closure days. For instructional faculty unit employees, designated state budget closure days will be limited to six (6) days. Campus designated state budget closure days are still under consideration.

**12. Q: How will the additional faculty furlough days be determined?**

**A:** Scheduling the additional faculty furlough days will be by mutual agreement of the faculty member, the Department Chairperson/School Director and the appropriate administrator (College Dean or equivalent) via a template that will be provided by the Office of Faculty Affairs. The faculty member must submit the furlough schedule request to his/her Dean via the Department Chair/School Director for review and final approval.

**13. Q: What if the faculty member and the appropriate administrator cannot agree?**

**A:** Absent mutual agreement, the appropriate administrator shall designate the faculty furlough days for the faculty unit employee based on compelling operational needs of the campus and shall explain those needs in writing to the faculty unit employee.

**14. Q: What factors should be considered in scheduling the additional furlough days?**

**A:** The following factors should be considered in determining the additional faculty furlough days:

- The operational needs of the department or equivalent unit. For example, for the instructional faculty, the dean should work with the faculty member to assure that course objectives and student learning outcomes are addressed.
- Up to four (4) faculty furlough days may be observed in a single calendar month once during the year. With the exception of this one-time observance, no faculty-unit employee will be subject to, or take, more than two (2) faculty furlough days in any calendar month.

- No more than one furlough day may be observed in any workweek, except during the month of the four-day exception listed above. The furlough days may, however, be consecutive work days if they are part of two separate weeks (e.g., Friday and Monday).
  - For Academic-Year Faculty, only those days that are work days within the Academic Calendar may be used as furlough days. For more information about which days are considered “work days” see Academic Calendars on the SJSU website [http://www.sjsu.edu/academic\\_programs/calendars/academic\\_calendar/](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/)
  - All furlough days must be taken before June 30, 2010.
- 15. Q: Can faculty members substitute vacation days, sick leave, or personal holidays for faculty furlough days?**
- A:** No. A faculty furlough day is a day in which a faculty unit employee is normally scheduled to work, or is in pay status, that is taken as an unpaid day off.
- 16. Q: Can I choose to work on an already scheduled faculty furlough day?**
- A:** No. The CSU/CFA Faculty Furlough Agreement requires that prior to the start of their assignment for any term, faculty must certify in writing that they will not work on the assigned furlough day and they will not work beyond the duties assigned for the furlough week.
- 17. Q: How will the Faculty Furlough Program be implemented for full-time Librarians, Counselors, and Coaches?**
- A:** For full-time Librarian, Counselor, or Coaching employees, the week’s assignment will be reduced by eight (8) hours per furlough day taken during the week. This provision applies pro-rata to part-time Librarian, Counselor, or Coaching employees.
- 18. Q: How will workload be managed with the reduced number of work days?**
- A:** As is stated in the CSU/CFA Faculty Furlough Agreement, the furloughs shall not result in an unreasonable workload schedule. The composition of professional duties and responsibilities of individual faculty members shall be determined as described in Article 20 of the [CFA-CSU Agreement](#).
- 19. Q: Can we hire additional administrators and volunteer faculty to replace some faculty unit responsibilities during furlough days?**
- A:** For the duration of the furlough program, no additional administrators or volunteers (meaning those who did not teach or otherwise volunteer in Academic Year 2008-2009) may perform bargaining unit duties in a department in which faculty unit employees are subject to furlough.
- 20. Q: How will the Faculty Furlough Program impact my anniversary date or benefits?**
- A:** The Faculty Furlough Program will not affect a faculty member’s anniversary date or constitute a break-in-service. It also will not change the seniority date of any tenured faculty unit employee. The Faculty Furlough Program does not impact the accrual of vacation and sick leave or the payment of health, dental, or vision benefits, or the Flex Cash Option.
- 21. Q: May I change health plans in order to reduce my monthly deductions?**
- A:** Employees may make changes to their health plans **only** during our annual Open Enrollment period. Open Enrollment begins Monday, September 14<sup>th</sup> and ends Friday, October 9<sup>th</sup>, with changes effective January 1, 2010. Additional information, including the 2010 premiums, will be available in September.
- 22. Q: May I make changes to my deductions on my 401(k)/457 plans?**

- A: Employees may make changes to amounts deducted on 401 (k)/457 plans by phone through Savings Plus Plan's Voice Response System, 1-866-566-4777, or online at [www.sppforu.com](http://www.sppforu.com). You may change your contribution at any time.
- 23. Q: Can I change the amount deducted for my 403 (b) plan?**
- A: Employees may make changes to 403 (b) plans via the retirement manager link at <https://www.aigretco.com/retireman/>. You may change your contribution at any time.
- 24. Q: How does the furlough program affect CalPERS service credit for retirement?**
- A: The Furlough Program does not impact compensation levels for the purposes of CalPERS retirement under the current CalPERS Regulations. These benefits will be based on the unchanged salary rate that would have been credited had the employee not been furloughed.
- 25. Q: What if I am currently participating in the FERP Program and would like to take a leave without pay?**
- A: Any FERP participant may request, and shall be granted, a leave of absence without pay for any academic term or terms beginning between July 1, 2009 and ending June 30, 2010. Such leave of absence without pay shall not adversely affect future participation in the FERP. Specifically, any FERP participant taking such a leave of absence without pay shall be entitled to participate in the FERP for a total period of no more than five (5) academic or fiscal years. Questions about the FERP program and leaves should be addressed to the Office of Faculty Affairs.
- 26. Q: Can faculty still apply to be on the Pre-Retirement Reduction in Time-Base ("PRTB") Program for the 2009/2010 Academic Year?**
- A: Yes. Any tenured faculty employee who applies, and is otherwise eligible for a PRTB for any academic term or terms beginning between July 1, 2009 and June 30, 2010 shall be granted such a PRTB. Any tenured faculty unit employee currently holding a PRTB who applies for a further PRTB for any academic term or terms beginning between July 1, 2009 and June 30, 2010 shall be granted such further PRTB.
- 27. Q: How do the furloughs affect Additional Employment and the 125% rule?**
- A: For the period between July 1, 2009 and June 30, 2010, Article 36.4 has been revised to read as follows:
- The "25%" overage as used in this Article shall be calculated as a percentage of the faculty unit employee's pre-furlough full-time workload or, when appropriate, full-time time base or 25% of the Faculty Unit Employee's full-time salary whichever is greater. The total additional employment of the Faculty Unit employee shall not exceed the 25% overage." Thus, calculation of the overage may be based on either time worked or a percentage of salary, whichever is greater. Specific questions about the 125% rule should be addressed to the Office of Faculty Affairs.
- 28. Q: Are there exemptions from furloughs under the Faculty Furlough Agreement?**
- A: Under the Agreement the following exemptions from furloughs have been identified:
- Faculty Unit employees whose salaries are 100% funded from grants and contracts, and not funded from the state general fund.
  - Faculty Unit employees whose salaries are partially funded from grants and contracts and partially funded from the state general fund are subject to this furlough program pro-rata with the percentage of funds received from the state general fund.

- Instructional Faculty Unit employees in 2322, Special Programs, and 2323, Extension for Credit, shall also not be subject to this furlough agreement.

**29. Q: Will the Faculty Furlough Program impact those on Family Medical Leave (FMLA), Industrial Disability Leave (IDL), or Non-Industrial Disability Insurance (NDI)?**

**A:** No. The Faculty Furlough program will not impact Family Medical Leave, Industrial Disability Leave and Non-Industrial Disability Insurance (NDI) Leave.

**30. Q: What if I have a question that isn't answered above?**

**A:** Refer to the University Budget News Website and the Campus Budget News FAQs at: <http://www.sjsu.edu/publicaffairs/services/budget/>. You may also contact the Office of Faculty Affairs at (408)924-2450.