

Employees in CWA and IFPTE Bargaining Unit titles at Rowan University are covered by the state-wide Memorandum of Agreements reached between the state and the CWA & IFPTE unions. Relevant provisions on furloughs are as follows:

### **Furloughs (SDF)**

- A total of ten unpaid furlough days shall be utilized by each CWA and IFPTE unit member prior to July 1, 2010. These need to be taken as full days. A furlough day will be 7 hours for employees in 35, NE and NL work weeks and 8 hours for employees in 40 hour work weeks. Permanent-Part-time employees' days will be prorated.
- ***Currently the Governor's Office of Employee Relations has not authorized the University to approve requests for more than one self directed furlough day a week. If an employee is requesting more than one day a week, the request will be held until the Governor's Office of Employee Relations provides a final decision on the use of multiple SDF days in one week.***
- Self Directed Furlough days do not count for hours worked or paid during the work week for over-time eligibility.
- November 27, 2009, the day after Thanksgiving, shall be an unpaid furlough leave day for all CWA and IFPTE bargaining unit employees, except for those employees who are required to work on that day by the University. All employees who are required to work on November 27, 2009 by the University shall utilize a self-directed unpaid leave day in FY 2010 in lieu of this date.
- Lincoln's Birthday on February 12, 2010 shall be an unpaid holiday, but any CWA and IFPTE bargaining unit employees who are required to work on that day by the State will earn time at the current rate of time and one half in accordance with current practice, but will not receive a holiday credit. All employees who are required to work on Lincoln's Birthday in 2010 shall utilize a self-directed unpaid leave day in FY 2010 in lieu of this date.
- If an employee utilizes a self-directed unpaid leave day on the day before or after a holiday, the employee will be paid for the holiday. Employees who are not paid for the day after Thanksgiving 2009 as one of the ten unpaid furlough days will be paid for the Thanksgiving holiday.
- Furlough days that are not designated for November 27, 2009 or February 12, 2010, shall initially be selected by the employee in accordance with the vacation scheduling procedures agreed to in article 18(IFPTE) and 22G(CWA) in the union contracts. By August 7, 2009, employees must schedule a total of five (5) of the ten (10) furlough days to be utilized prior to January 1, 2010, unless management determines that it is not operationally feasible to utilize five furlough days prior to that date. By January 15, 2010, employees must schedule any remaining furlough days to be utilized prior to July

1, 2010. If an employee does not timely schedule a self-directed furlough day(s), management will meet with the employee to schedule furlough days to be utilized in accordance with this paragraph. If following such meeting the employee and management do not agree upon the scheduling of the furlough days or if a meeting cannot be conducted due to the unavailability of an employee, management shall select the unpaid leave day to be served by the employee with at least seven days notice to the employee.

- The scheduling of SDF days shall be completed on the Self Directed Furlough Request form that is available on the Human Resources web page. It shall be signed by the employee and Department Head or Designee then forwarded to Human Resources.
- If the employee is unable to utilize vacation leave day(s) due to his or her need to utilize self-directed furlough days in fiscal year 2010, the employee may request such vacation day(s) to be carried over and such request shall not be unreasonably denied. If the union is unable to address such situations with University management, such issues will be addressed by the Governor's Office of Employee Relations.
- There may be unusual circumstances with respect to the utilization of furlough days by employees who are on extended unpaid or paid leaves of absence. If the union is unable to address such situations with University management, such issues will be addressed by the Governor's Office of Employee Relations.

#### **Paid Leave Bank (PLB)**

- By the end of the FY 2010, all employees who utilize a total of ten furlough days will have their PLB credited with a total of seven paid leave bank days.
- Beginning July 1, 2010, and for the duration of their employment with the State, employees may use days in the PLB subject to operational needs. Approval for the use and scheduling of PLB days shall not be unreasonably denied.
- The PLB days will be maintained separate and apart from banks of other paid leave and there will be no limitations on the carry over of days in the PLBs. Specifically, the carry over restrictions that are applicable to paid vacation and administrative leave days will not be applicable to the PLBs.

As questions arise and we receive direction from the Governor's Office of Employee Relations, Human Resources will post Frequently Asked Questions on the HR web page. If there are questions or clarification needed on the Self Directed Furlough days or Paid Leave Bank, please forward to Eileen Scott, Senior Director HR, at [scotte@rowan.edu](mailto:scotte@rowan.edu) or 256-4139 or Kenneth Kuerzi Director of Employee and Labor Relations [Kuerzi@rowan.edu](mailto:Kuerzi@rowan.edu) or 256-4138. Payroll processing questions for the furloughs can be sent to Carrie Milligan Director of Payroll [milliganc@rowan.edu](mailto:milliganc@rowan.edu) or 256-4113.