

Furlough Guidelines

I. Purpose

As necessitated by financial emergency, including revenue shortfalls, caused by events such as a natural disaster, pandemic and/or sudden, dramatic and unexpected conditions outside the control of Manhattan College, the operational needs of the College may change and it may become necessary to implement furloughs as a cost-saving measure. Furloughs will be conducted in a manner that is fair and consistent.

II. Scope

These guidelines apply to the furlough of full and part time positions (faculty, administrators, and staff). This policy does not apply to graduate assistant positions. Grant funded positions will be reviewed in accordance with the terms of the grant.

III. Definitions

Furlough is the temporary elimination of a position at the College. An employee affected by a furlough will be placed on a temporary leave without pay status for a specified number of hours, days, or longer within a specified time frame. A furlough may consist, under special circumstances (a) reduced number of work hours in a day with proportionate reduction in pay; (b) reduced number of workdays in a week with proportionate reduction in pay; (c) specific days off without pay; or (d) consist of several weeks/months or longer. A furlough is not a layoff or reduction in force although a furlough could be converted to a layoff.

Note: (a), (b) and (c) applies to non-exempt positions only and (d) applies to both non-exempt and exempt positions.

IV. Policy

A. Non-Discrimination Policy

Furlough decisions will be non-discriminatory. Age, gender, disability and/or handicap, race, color, religion, national origin, nationality or ancestry, affection or sexual orientation, gender identity and expression, pregnancy, veteran status or military service, marital status, domestic partnership or civil union status, status as a domestic violence victim, arrest status, AIDS and/or HIV status, atypical hereditary cellular or blood trait, genetic information or membership in any other class protected by state or federal laws, now or in the future, shall not be considered in identifying an employee for a furlough or in implementing a furlough.

B. Criteria for Furloughs

1. The College selects furloughed positions:

- that are not required;
- where the level of service required is greatly reduced;
- when a significant portion of the job cannot be performed, even remotely;
- or required during the time of financial emergency will be considered for furlough; or
- to increase efficiency or minimize impact by combining the duties of two or more positions.

C. Procedures

1. Vice Presidents shall consult with supervisors within their division to identify positions eligible for consideration for furlough in accordance with the criteria set forth in Section IV, Paragraph B. Each Vice President shall prepare a list of employees whose positions are proposed for furlough within their division, specifying for each employee their job duties and justification for the recommended furlough. In addition, the Vice President shall prepare a list of employees in the same job classifications or closely related job category not being considered for furlough with the same relevant information.

2. The list of employees affected by the proposed furlough shall be submitted to a Committee comprised of the Vice President for Finance, Vice President for Human Resources, and Assistant Vice President for Human Resources. The Committee shall review and compile the list of affected employees and analyze the impact of each recommended furlough. The Director of Equity/Diversity and Chief Title IX Officer will review the list of affected employees to ensure compliance with the established criteria, and ensure non-discrimination. The Committee may seek additional information and confer with the Vice Presidents, supervisors or other appropriate administrators as needed.

3. The Committee will present the final list of furloughs to the President and Cabinet for their review and final action. Upon approval by the President, the approved furloughs will be implemented.

4. It is imperative that all parties involved, to the extent possible keep these lists and any discussions confidential.

D. General Terms

1. No employee on furlough may perform any work on Manhattan College matters during the course of the furlough.

2. In the event a furlough is deemed necessary, the effective dates and the terms and conditions of the furlough will be communicated to employees as soon as possible.

Benefits

- Unless all benefits are temporarily suspended, all eligible furloughed employees will retain their current medical, dental, vision, and life insurance benefits for one month as defined by the plans. When possible an additional month of benefits will be granted and the College will pay both the employer and employee portions of the medical premiums after which time the employee will get further information for continuation of coverage.
- An employee will continue to earn vacation, and sick time during a furlough but shall **not** be permitted to use any unused accrued vacation, and/or sick time during the furlough. Holidays will not be accrued and/or paid during a furlough.
- A furlough will not affect an employee's length of service.
- Tuition remission and/or tuition exchange benefits will continue to be maintained while employees are temporarily furloughed.
- Affected employees may choose to apply for unemployment compensation benefits to which they may be entitled depending on individual circumstances as determined by the NY State Department of Labor (NYSDOL).

4. Once a furlough has ended, affected employees will hopefully be reinstated to the position held at the time of the furlough. However, a furlough does not prevent the College from reorganizing or restructuring operations. Furloughed employees in departments that are reorganized or restructured will be notified. Further, reinstatement cannot be guaranteed and reinstatement is not a guarantee that conditions of employment will remain unchanged. If a temporary appointment terminates during the period of the furlough, the employee has no reinstatement privileges.

5. Furloughs in accordance with these guidelines are not disciplinary actions.

6. If negative financial conditions persist, a furlough may become permanent (lay-off).

7 Furlough of positions represented by labor unions will be governed by the terms of the applicable collective bargaining agreements.

Responsible Office – Human Resources

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