

**CALIFORNIA MARITIME ACADEMY**  
**FACULTY FURLOUGH PROGRAM**  
**Frequently Asked Questions - August 11, 2009**

**1. What is a Faculty furlough day?**

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. What is the duration of the State Budget Faculty Furlough Program?**

The Faculty furlough program is in effect from July 1, 2009 through June 30, 2010. While the program actually began in July 2009, the implementation of the program and the taking of furlough days is within the academic year (August 17, 2009 and May 7, 2010).

**3. Will the campus be closed on furlough days?**

No. Individual offices may close, but the campus will remain open and classes will be in session.

**4. Which Faculty unit employees are covered by the Faculty Furlough Program?**

All Unit 3 Faculty employees are covered by the Faculty Furlough Program. This includes tenure-track Faculty (including those on FERP) and full-time and part-time lecturers. Coaches who are in Faculty unit classifications and librarians are also included.

**5. How many Faculty furlough days are employees required to take?**

- Full-time Academic Year Faculty are subject to eighteen (18) furlough days during the 2009/2010 academic year. Faculty are encouraged to take nine (9) furlough days during the Fall Semester and nine (9) furlough days in the Spring Semester. However, the CSU/CFA Agreement does allow for some degree of flexibility in scheduling furlough days because of our unique calendar.
- Full-time 12-month Faculty, including department chairs, are subject to twenty-four (24) furlough days between July 1, 2009 and June 30, 2010.
- Cruise Faculty are subject to twenty (20) furlough days during the dates of the cruise academic calendar for 2009/2010.
- Part-time Faculty are subject to furloughs on a pro-rated basis. Pro-ration will be determined consistent with the employee's time base. We are awaiting details on how pro-ration will be implemented.

**6. How much will be deducted from my paycheck each month as a result of the furloughs?**

All faculty unit employees will experience a salary reduction of 9.23% over a full year. Therefore, for academic year employees, this reduction will be applied over a full 12 months (the September 1, 2009 paycheck through the August 1, 2010 paycheck).

**7. How will furlough be implemented for faculty members who are appointed for a single term of the academic year?**

Faculty members appointed term by term will take the requisite number of furlough days for the academic term worked, and will have compensation for that term reduced by 9.23%

**8. How will the Faculty furlough days be determined?**

Scheduling faculty furlough days will be by mutual agreement between the Faculty member and the Appropriate Administrator (the Dean, and/or the Provost). Faculty will be asked to meet with their Department Chair to determine their individual furlough days and complete a "*Faculty Furlough*

*Certification*" form <http://www.csum.edu/Furlough/documents/FacultyFurloughCertification.pdf>. The signed form will then be sent to the appropriate administrator for approval.

**NOTE: Because Faculty furlough days are individually determined in consultation with their Department Chair and the Appropriate Administrator, there is no standard furlough calendar similar to the one created for CMA Staff.**

- 9. What days are available to be taken as furlough days for academic year faculty members?**  
Any day that is part of the campus academic calendar may be taken as a furlough day, within the parameters of the furlough program. These parameters include that generally the faculty unit employee may not take more than two (2) furlough days in a calendar month, and one (1) in a work week, except for one calendar month in which up to four (4) furlough days may be observed. During that month, up to 4 days of furlough may be observed in one week. Note that the academic calendar includes days when instruction is scheduled, as well as days (typically at the beginning and end of the term) when instruction is not scheduled but faculty members are expected to be available to work. Furloughs may be scheduled on any of these days.
- 10. Is there a prohibition against using teaching days as furlough days?**  
No. However, every effort should be made to maintain student instruction at a level at which course goals and learning objectives continue to be met. Faculty should be encouraged to use days on which they are not scheduled to teach as furlough days whenever possible. In situations where instructional days must be used as furlough days no one class should be disproportionately impacted.
- 11. What does "I will not work beyond the duties assigned for any furlough week" that is on the Faculty Furlough Certification form mean?**  
It means that you will need to adjust your workload during furlough weeks so that you do not over-work on non-furlough days. For example, you should not take a furlough day on Monday and then do more work than normal on the other days of the week to make up for the furlough day. The provisions of Article 20 of the collective bargaining agreement continue to govern the composition of professional duties and responsibilities. The furlough program shall not result in an unreasonable workload or schedule per Article 20.3.
- 12. What happens if a Faculty member has not taken all furlough days by the deadline of June 30, 2010?**  
The Department Chair, the Dean and/or the Provost must ensure that Faculty members have taken the appropriate number of furlough days. The Faculty member's annual salary will be reduced by 9.23% throughout the academic year in any event.
- 13. Once approved, can Faculty furlough days be changed?**  
By mutual agreement, and for compelling operational needs, faculty may be allowed to move Furlough days if approved at least two weeks in advance of either the new or the old dates, subject to all other requirements of the furlough program.
- 14. What is the guidance that campuses are given when considering what constitutes "compelling operational needs?"**  
Following consultation amongst the Presidents and the Chancellor, the guidance provided is that, "The priority of the university is student instruction. Maintaining student instruction and ensuring that course goals and learning objectives are met would constitute a compelling operational need (per section 3a of the CSU/CFA Furlough Agreement) and these priorities should be taken into consideration when seeking to come to an agreement with individual faculty over the scheduling of furlough days."
- 15. What other factors should be considered when scheduling the furlough days?**  
The following factors should be considered in determining the faculty furlough days:

  - The operational needs of the department should be considered. For example, the faculty member should work with the department chair to address the course objectives and student learning

outcomes. The individual Faculty furlough plan should seek to avoid selecting furlough days that would have an unnecessarily adverse impact on instruction.

- 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, a Faculty unit employee is encouraged to not take more than two (2) Faculty furlough days in any calendar month and/or no more than one furlough day in any workweek. *NOTE: the CSU/CFA Furlough Agreement does allow exceptions for CMA. Section 3(g) of the Agreement states "Due to the unique calendar at the California Maritime Academy, the parties agree that exceptions to the maximum observance days per week and per pay period may be made."*
- All furlough days must be taken within the 2009-2010 Academic Year and/or the 2009-2010 Cruise Calendar, as appropriate.

**16. Can Faculty members substitute vacation, personal holidays, or sick leave for Faculty furlough days?**

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.

**17. Can I choose to work on an already scheduled Faculty furlough day?**

No. The CSU/CFA 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.

**18. How will workload be managed with the reduced number of work days?**

As is stated in the CSU/CFA Furlough Agreement, the furloughs shall not result in an unreasonable workload schedule. An attempt should be made to mitigate an unreasonable workload that will have the least impact on achieving course learning outcomes. The composition of professorial duties and responsibilities of individual Faculty members shall be determined as designed in Article 20 of the Faculty Collective Bargaining Agreement

**19. How will a faculty with a split appointment (AY and 12 month) be required to take furlough days?**

Split appointments are sometimes used in situations such as department chair assignments, when the 12-month portion of the assignment is less than full-time. A typical case would be an instructional faculty member who also serves as a 12-month department chair. That individual will have a fractional time base in each position, and the two fractions typically add up to 1.0. In this situation, the faculty member would need to take 18 furlough days during the academic year and 6 furlough days outside of the academic calendar, pro-rated at the chair's time base, and falling between August 1, 2009 and June 30, 2010.

**20. Will this furlough program affect my eligibility for, and/or award of, tenure?**

The furloughs should not negatively impact the eligibility for, and award of, tenure. To ensure that probationary employees can take a workload reduction without hurting their chances of getting tenure, the furlough agreement provides that upon request, the probationary period of any probationary employee will be extended by one year from six to seven years. The probationary employee must make this request between July 1, 2009 and June 30, 2010, and if the employee has an active application for tenure, he or she must make the request before the first level of review has rendered a recommendation concerning that application. Note that this provision does not absolve the probationary employee from the obligation to submit performance review materials in a timely fashion.

**21. Can the University hire additional administrators and volunteer Faculty to replace some Faculty unit responsibilities during furlough days?**

No. 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.

**22. How will Faculty furlough days be tracked?**

All faculty and staff must record their furlough days on the "Absence and Additional Time Worked Report" (the 634 form) every month. The completed form should be forwarded to their department timekeepers at the end of each pay period. The forms will be kept in the Human Resources Office. **The furlough days should be recorded as an "FD" in the 7(F) section of the form** found at: <http://www.csum.edu/HumanResources/Forms/Absence%20Report.pdf>.

**23. How will the Faculty furlough program impact my anniversary date or benefits?**

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 or sick leave or the payment of health, dental, or vision benefits, or the Flex Cash Option. Eligibility for health benefits is based on time base and length of appointment. An employees' time base does not change while during the furlough period, therefore, employees will remain eligible for health benefits.

**24. May I change health plans in order to reduce my monthly deductions?**

Employees may make changes to their health plans **ONLY** during the annual Open Enrollment period. **Open Enrollment begins on Monday, September 14, 2009 and ends on Friday, October 9, 2009, with changes effective on January 1, 2010.** Additional information about Open Enrollment will be available in September.

**25. How does the furlough program affect CalPERS service credit for retirement?**

The furlough program does not impact compensation levels for the purposes of CalPERS retirement under the current CalPERS regulations. Pension benefits will be based on the unchanged time base and salary rate that would have been credited had the employee not been furloughed. CalPERS has indicated that an employee on a two-day per month furlough who works continuously during the entire fiscal year will earn one year of service credit. Part-time employees receive a proportionately reduced amount of service credit.

**26. May I make changes to my deductions on my 403(b) plan?**

Employees may make changes to 403(b) plans at any time via the retirement manager link at: <https://www.aigretco.com/retireman/>.

**27. May I make changes to my deductions on my 401(k) or 457 plans?**

Employees may make changes to amounts deducted on 403(k) or 457 plans at any time by phone through Savings Plus Plan's Voice Response System at 1-866-566-4477, or online at [www.sppforu.com](http://www.sppforu.com).

**28. How do the furloughs affect Additional Employment and the 125% Rule?**

For the duration of the furlough program, Article 36.4 of the Faculty Collective Bargaining Agreement has been revised to read:

*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, the 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 Human Resources office.

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

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

**30. Can an employee receive unemployment benefits during furloughs?**

No. Employees are not eligible to receive unemployment benefits while on furlough.

**31. Will Social Security contributions be affected by furloughs?**

Salary related deductions such as Social Security are based on a percentage of actual pay – so when your pay is reduced the contributions are also reduced.

**32. Besides reducing pay through furloughs, what else is being done to address the budget deficit at Cal Maritime?**

Income to Cal Maritime from recent CSU fee increases and payroll savings from furloughs will trim the original Cal Maritime figure from \$3.2 to \$1.5 million. To close the remaining gap, plus unfunded mandates, we're taking a broad range of actions including freezes on hiring and raises, strict controls on travel and other spending, including overtime, cuts to operating budgets, deferral of maintenance, dipping into already strained budget reserves and a continued search for operational and cost efficiencies.

**For helpful resources or more information on the Faculty Furlough Program refer to:**

- the *CSU Employee Furlough Proposal Factsheet* at:  
<http://www.calstate.edu/PA/News/2009/documents/furlough-factsheet.pdf>
- The CSU Paycheck calculator:  
[http://www.calstate.edu/hrs/employment/employment\\_paycheck\\_calculator.shtml](http://www.calstate.edu/hrs/employment/employment_paycheck_calculator.shtml)
- Questions about individual implementation of the furlough program as it affects you should be addressed to your department supervisor.
- General questions of interest to all faculty members and not addressed here can be submitted to [ask-budget-employees@csum.edu](mailto:ask-budget-employees@csum.edu) and answers will be posted as appropriate.
- Contact the Human Resources Office.