



Furlough and Non-recurring Salary Reduction FAQs

Who is impacted by the non-recurring salary reductions or furloughs?

All staff, including grant funded and contract positions hired before January 1, 2020 with a base salary of \$50,000 or more annually. All faculty with a base salary of \$50,000 or more annually with the exception of those hired before January 1, 2020, part-time faculty, and non-tenure track temporary.

What is a furlough?

A furlough is a temporary and unpaid leave from work. While furloughed, employees are prohibited from conducting any University business. Employees will not be paid during a furlough but may apply for unemployment benefits. All employees set to be furloughed will receive detailed instructions regarding applying for unemployment insurance.

Who is affected by the furlough?

Staff, including contact and grant funded, making between \$50,000 and \$75,000 will take 5 days furlough in fiscal year 20-21. Staff who joined NKU after January 1, 2020 will be exempt from furloughs. Employees whose compensation falls below \$50,000 will be exempt from furloughs and any non-recurring salary reductions.

What is the timeframe for the furloughs?

Furloughs should be taken in the 20-21 fiscal year, July 1, 2020 through June 30, 2021. In order to be eligible for the federal CARES unemployment dollars (\$600), 3 of the 5 furlough days must be taken in July. Days taken in July must be in the same workweek to be eligible for unemployment benefits. The remaining 2 days of furlough can be taken at any time throughout the fiscal year with dates approved by your supervisor.

In order to ensure necessary staffing levels and to prevent any undue hardship on colleagues or departments, the decision was made to limit furlough days to three days in July. If an individual department can approve additional furlough days either in the same week or in the other two weeks in July they may do so.

How do I record my furlough days?

Please code your furlough days in Employee Self Service using the Unpaid Absence code, 3420.

Can I use my sick or vacation time during the furlough?

No. Furlough time is unpaid.

Will my benefits coverage change?

The benefits you are currently enrolled in will not change. Employees will continue to pay for their portion of benefits through payroll deduction.

Is there any impact on KERS or TIAA?

KERS Contributions/TIAA Retirement – Employee and employer contributions to mandatory retirement plans will be based on gross NKU pay. For staff participating in KERS, there is no impact to your service time.

How do I schedule/notify my supervisor of my furlough days?

Submit your proposed furlough dates to your supervisor. The approval of the dates will be based on the evaluation of workload and needs in the employee's department. The decision to approve furlough dates will be made by your supervisor and department head.

How do I file for unemployment?

Furlough days taken in July 2020: NKU will file a mass electronic claim for unemployment insurance on behalf of employees if you take the three days as outlined above. Although your claim will be submitted electronically, you still must request unemployment benefits from the unemployment office. You will receive all of the detailed instructions that you need to complete the process. Impacted employees **MUST** follow the directions they are provided via NKU email; otherwise, they are subject to a delay in receiving any payments for which they qualify.

Furlough days NOT July 2020:

1. The employee informs the direct supervisor of requested furlough days.
2. The supervisor in conjunction with the Dean or Department Head reviews the planned dates, makes a recommendation for approval or disapproval and forwards the information to the appropriate Vice President to submit to HR.
3. Employees will code time as an Unpaid Absence (code 3420) in Employee Self Service.
4. Human Resources will track the number of days taken by the employee.

Who is receiving a salary reduction and what are the amounts?

Human Resources will initiate the non-recurring salary reductions effective July 1, 2020. Departments will not need to do anything to implement these deductions. The following reductions will be initiated:

- 1.5% for faculty between \$50,000 and \$74,999
- 2% for \$75,000 to \$99,999
- 3% for \$100,000- 119,999
- 4% for \$120,000-149,999
- 6% for \$150,000-199,999
- 8% for \$200,000-249,999
- 10% for \$250,000 and up

Employees who joined NKU after January 1, 2020 will be exempt from these non-recurring salary reductions.

When will the cuts take effect?

The cuts will take effect on July 1, 2020.

Will this come out of one paycheck or every pay period?

The salary reductions will come out of each paycheck you receive this fiscal year. For academic year faculty, the reduction will begin with your August pay.

How is "base" salary defined?

Base salary is the fixed amount of money you are paid for work performed. Base salary does not include benefits, supplemental pay or summer teaching.

Will those paid on a grant take a salary reduction?

Yes, grant paid employees will also take a salary reduction and are subject to furlough days.

Do I need to do anything for these reductions to take place?

No, Human Resources will process the changes.

Will there be any meetings employees can attend to ask questions?

HR will be available to meet with employees by appointment, regarding their individual circumstances.

Will this impact any wage garnishments or HSA contributions?

- Garnishments could be impacted. For specific questions contact wisherc1@nku.edu.
Employer HSA contributions will not change but you can change your HSA contribution amount. For specific benefit questions, please contact benefits@nku.edu.

Can my pay be reduced so I'm under the \$50,000 annual salary?

No, pay cannot be reduced to bring an annual salary under \$50,000.

If someone was rehired in 2020 do they still take the reduction or furlough?

No, they are considered a new hire.

Because of NKU's cuts to my TIAA I want to increase my personal contributions to my retirement through TIAA. How do I do this?

We cannot increase your contributions to the mandatory retirement, however you can enroll in a voluntary account. Please complete and return [this form](#) to Decca Buechel to start this.

If I am a current NKU employee but have a new position within the university after 1/1/20 am I still required to take the salary reduction or furlough?

Yes, you are still eligible for the salary reduction or furlough.

If I already have a vacation scheduled for one of the weeks can I just take it unpaid for the furlough?

Yes, as long as your supervisor approves the time off.

Can I take furlough outside of the 3 weeks given by HR? Can I take it next week?

Yes, but your claim for unemployment will not be mass filed.

Are those on sabbatical, part time tenure etc. still a part of the salary reductions?

Yes, they are eligible if their base salary is above \$50,000 (after the sabbatical salary reduction).

If I am a fiscal year faculty can I take furlough days instead to be eligible for unemployment?

No, faculty are not eligible for furloughs.

Can you guarantee that I will get the unemployment and extra CARES act money?

The final determination for eligibility and the amount of benefit is the decision of Office of Unemployment Insurance based on the employees reported earnings for the week claimed. Wages earned from other employment may impact the employee's eligibility.