

Administrative Furloughs and Layoffs (Interim)

4021

When in the judgment of the Board of Trustees there is a shortfall in the College's budget or other financial emergency requiring a reduction of the College's personnel costs, this policy may be invoked to require employees to take unpaid furlough days; or optional limited teaching assignments in lieu of but equitable to furlough days and in cooperation with the academic affairs office; or to be laid off without compensation, either permanently or until recalled to employment. [The term "layoff" herein means "layoff without compensation."] The College reserves the right to require employees to take unpaid furlough days, assume limited teaching responsibilities within their contracts, or to lay off employees, based on the terms of this policy, as a condition of all employees' appointments and contracts with the College¹. This policy is applicable to all College employees except for those employees covered by reduction in force provisions of the Illinois Community College Act or where the terms of a collective bargaining agreement conflict with this policy. Furloughs or layoffs deemed necessary for union-represented employees would be implemented independent of this policy following compliance with labor and statutory obligations.

This furlough/layoff policy applies to appointments and employment contracts effective on or after March 1, 2010 and will remain in effect until rescinded or superseded by a permanent college policy. This policy supersedes and preempts any other policy or procedure of the College.

Procedures

Upon the determination by the Board that furloughs, teaching assignments, or layoffs under this policy are necessary, the President will consult with other appropriate administrators to develop and issue a plan, including identification of the employees to be affected by the plan, and the number of unpaid furlough days, required course load, or layoffs which will be required.

The President, or his or her designees, is responsible for selecting and notifying employees who are affected by this policy. In determining which employees will be affected, the President or his or her designees have discretion to exclude certain employees from furloughs or layoffs based on the source of funding of an employee's salary, the operational needs of the College, or other reasons that are in the best interests of the College.

The furlough/layoff plan will be implemented by the President or his or her designees, notifying the employees of the number of days and timing of the action. Whenever possible, employees should be given at least thirty (30) days' notice prior to implementation of the mandated action. At the time notice of the action is given, employees will be provided with information and guidelines concerning the details and frequently ask question concerning the furlough/layoff program.

¹ Notice of appointment forms and contracts issued to all staff subject to this policy will include a notation to the following effect: *Notwithstanding any College policy or procedure to the contrary or any other contract provision and, in accordance with College policy (#4021) on furloughs, teaching assignments, and layoffs, the College reserves the right to reduce the pay and service of the employee by requiring the employee to take unpaid furlough days during the period of this contract, or to layoff the employee without compensation, based on budget shortfalls or other financial emergencies necessitating reduction of College personnel costs.*

Furlough Days

The actual date(s) when an employee will be required to take a furlough day(s) will be determined by the employee's supervisor, except that the President will determine the length and timing of the furloughs for the Vice President of Academic Affairs. The supervisor will consult with the employee and attempt to schedule the furlough day(s) based on department operational needs and the employee's preference. Whenever possible, furlough days will be staggered to avoid more than one furlough day in the same pay period, though employees may also be required to take unpaid furlough days on specified dates when it is possible to curtail College operations. During an assigned furlough day, employees are required *not* to report to work or perform duties for the College.

The amount of pay reduction for each furlough day will be based on the employee's "daily rate." The method for determining the appropriate daily rate for each employee will be determined by the Vice President of Administrative Affairs, in accordance with normal College policy and procedures. The President and administrators will be responsible for issuing administrative guidelines for interpretation and application of this policy.

The following conditions apply to furloughs under this policy:

- Hourly, non-exempt employees under the Fair Labor Standards Act will continue to be paid for days worked and will not be paid for the days for which they take furlough leave without pay. Days for which employees take furlough leave without pay will not count towards determining overtime.
- Exempt employees under the Fair Labor Standards Act will not be paid for days for which they take furlough leave without pay. The salary reduction will occur in the pay period in which the furlough leave without pay is taken.
- Furlough leave without pay will not affect health care benefits. Employees will receive the same health care benefits as otherwise available. Accordingly, for example, employees will continue to be covered by the College's group health plan to the same extent they were before the unpaid furlough days and to accumulate annual and sick leave at their normal rate.
- Employees will observe all paid holidays and are allowed to take accumulated annual and sick leave and other paid leave as approved. However, employees are required to take the required days of furlough leave without pay during the fiscal year and may not use any other available leave to avoid taking required furlough leave without pay.

Teaching Assignment Option

If a teaching assignment is available per standard requirements (e.g., appropriate degree/credentials, course availability, non-bumping of current faculty unless allowed due to overload or other such standard academic reasons), the administrator eligible for furlough may opt to request to the immediate supervisor a teaching assignment in lieu of a furlough. The teaching assignment will be equitable within a reasonable amount to the furlough savings and must be reported to the vice-president for academic affairs for analysis and placement and in consultation with academic officers. The President will give final approval of this option.

Furlough or Teaching Assignment Incentive

An employee who is placed on furlough leave or who has selected a teaching assignment in lieu of a furlough may earn 2 extra vacation days or 4 work from home days during the academic year at issue and while financial savings plan of this policy is in place.

- Days must be requested, in writing, at least 10 days in advance and are subject to review and approval of the employee's immediate supervisor.
- Work from home day productivity will be assessed during performance reviews.
- No more than two consecutive work from home days will be allowed under this policy.

Peer Contribution for Teaching Assignments

If a peer exceeds or plans to exceed the required teaching assignment so that it doubles his or her contribution, he or she may defer that excess to a peer who was assigned a teaching assignment. Standard rules and policies apply. The contributor, however, has privilege of incentives.

Layoffs

Whenever the Board of Trustees determines that employees will be laid off without compensation due to economic circumstances, affected employees will be notified by the President's Office of the effective date of the layoff and of any rights to continuation of any benefits such as rights under COBRA. Any layoff without compensation may be permanent or until further notice of recall to employment.

Adopted: March 16, 2010

Amended:

Retired:

Replaces: