

## Frequently Asked Questions

(June 9, 2020)

### Regarding Extended Administrative Leave, Temporary Salary Reductions, Reduction in Retirement Match, and Position Eliminations (Layoffs) for Fiscal Year 2021

#### **Extended Administrative Leave**

##### **What is an extended administrative leave?**

An extended administrative leave is an unpaid leave that is implemented when budgetary circumstances require a reduction in personnel costs. An extended administrative leave results in days off without pay but with continued health and tuition benefits.

##### **As a staff member, how long will my extended administrative leave last?**

The length of time will vary by employee. Your supervisor will share the details regarding the expected length of your extended administrative leave.

##### **As a faculty member, could I experience an extended administrative leave?**

No. At this time, no faculty members at DU are being placed on extended administrative leave.

##### **If I am placed on extended administrative leave, will it affect my currently elected health, dental and/or vision benefits?**

No. The University will be continuing these benefits for the length of time you are placed on extended administrative leave. The University will cover the employee and employer portions of your health, dental and/or vision benefits while on extended administrative leave.

##### **How will being on extended administrative leave affect my leave accrual?**

Consistent with state and federal wage-hour requirements and University policy, you will be paid out of your accrued vacation time at the beginning of your administrative leave. Your sick leave bank will be frozen during your leave. Neither sick leave nor vacation time will accrue while you are on extended administrative leave. You will begin accruing sick and vacation time again when you return.

##### **Will I continue to accrue vacation and sick time while on extended administrative leave?**

No. While on leave you will not accrue vacation time or sick leave. However, all of your accrued sick leave will be available to you when you return to work at DU.

##### **Can employees on extended administrative leave use the DU tuition waiver benefit?**

Yes. Employees on extended administrative leave will be able to use their [tuition benefit](#). Tuition waivers also will continue to be available for partners and children of employees at the same rate as when employees are on active assignment.

##### **Will my length-of-service calculation be affected as a result of an extended administrative leave?**

No. Your length-of-service date will not be adjusted due to extended administrative leave.

**Am I entitled to unemployment benefits to cover the loss of pay because of extended administrative leave?**

In most cases, yes. The [Colorado Department of Labor and Employment \(CDLE\)](#) administers the unemployment benefit process and would be able to confirm whether or not you meet the other criteria to qualify for unemployment. The University will support your claim for unemployment benefits.

**Will I be paid for holidays if any occur while I am on an extended administrative leave?**

No. During administrative leave, you will not receive holiday pay.

**Do I need to enter my extended administrative leave time in PioneerTime?**

No. You will not have to enter time during your extended administrative leave.

**Am I expected to perform any work for DU while on extended administrative leave?**

No. Extended administrative leave is defined as days off of work without pay. No work of any kind for the University may be performed while on extended administrative leave. In addition, email access will be suspended by close of business on June 30, 2020 until the leave has expired. We will reach out to you regarding any University decisions that impact your return-to-work plan, and you also, of course, can reach out to your HR Partner at any time with questions you may have during your leave. Please keep your HR Partner updated as to your current contact information.

**Does extended administrative leave apply to part-time employees?**

Yes. Some part-time employees will be asked to take extended administrative leave, and the leave will be administered in the same manner as for full-time employees.

**Can employees take outside employment while on extended administrative leave?**

Yes. Employees have the right to seek new employment, so some may consider taking temporary jobs while on extended administrative leave. Any earnings may impact unemployment benefits. Also, be aware that if you commit to full-time employment with another employer while you are on extended administrative leave, it may affect the continuation of your DU health benefits or eligibility to return to DU.

**What supportive services will be offered to employees on extended administrative leave?**

Employees on extended administrative leave may still access the University's Employee Assistance Plan (SupportLinc), which provides confidential professional counseling and expert referrals to help employees cope with the stresses of being on extended administrative leave or other challenges. To access the service, call 888-881-5462 or log into the [SupportLinc website](#) with username (universityofdenver) or download the eConnect® mobile app. Employees will not be compensated for any time they use these resources.

**What if I'm on approved leave of absence during the time I am scheduled for extended administrative leave?**

Please contact your HR Partner if you already are on parental, family or other leave.

**Will extended administrative leave guarantee that layoff or other employment reductions will not occur?**

No. It may be necessary for the University to make further budget reductions in the future. However, the University will make every effort to minimize the impact on current employees.

**Will the extended administrative leave affect my retirement contribution?**

Yes. Because you will not be earning money from the University, you will not be able to contribute to your account, nor will the University be able to provide a matching contribution.

**Temporary Salary Reduction**

**How much will my salary be reduced?**

Depending on your annual salary, you may not be affected at all. Approximately 82 percent of staff and 48 percent of faculty will not experience any salary reduction.

Employees who earn an annual salary of less than \$90,000 will not be subject to a reduction in salary. The University has established a progressive scale for salary reductions that places the greater burden on higher-paid employees and specifically the chancellor, cabinet, deans and highest paid administrators and faculty. The salary reduction will affect employees as follows:

<b>12-Month Salary Range Tiers</b>	<b>Percentage of Salary Reduction</b>
\$90,000 - \$129,999	3.1%
\$130,000 - \$169,999	4.6%
\$170,000 - \$209,999	6.1%
\$210,000 - \$249,999	8.4%
\$250,000 and more	10%

**Does the temporary salary reduction apply to part-time employees?**

Yes, but only if their annualized salary equals \$90,000 or above. For example, if an employee has a half-time annual salary of \$50,000, their annualized salary is \$100,000. Therefore, the employee would be subject to 3.1% salary reduction. Part-time employees with an annualized salary below \$90,000 will not receive a salary reduction.

**If I am a department chair, or have similar responsibilities, will my administrative stipend be impacted by this program?** No. Temporary salary reductions for faculty will not impact overload pay or administrative stipends.

**If I have a temporary salary increase for serving in an interim role, will my percent reduction be based on this higher salary?**

Yes. For the time you have the higher salary, the percent deduction will be applied to the total salary you receive in the interim role.

**Reduction in Retirement Match**

**How will DU’s retirement benefits be affected by the temporary reductions in salary?**

The University will continue to match employee contributions to the employee retirement fund; however, it will reduce its maximum amount matched to four percent of the employee’s salary (from eight percent) in FY 2021.

As has always been true, an employee must contribute four percent of their salary, for the University to contribute four percent to employee’s retirement account. Again, as has always been the case, if an employee contributes two percent of their paycheck, the University will not contribute to the employee’s retirement account. In addition, for FY21, if an employee

contributes eight percent of their salary, the University will only match up to four percent. Employees who wish to review or update their retirement contribution should contact [TIAA](#).

### **What other taxable “fringe” benefits are being reduced?**

The University is eliminating cell phone and auto allowances, except for a small number of positions where phone records must be made available under certain circumstances, such as public safety.

## **Position Elimination (Layoff)**

### **What is a position elimination?**

A position elimination, sometimes referred to as “layoff,” is the termination of employment of an employee for business or financial reasons.

### **What will happen to my health insurance if my position is eliminated?**

Your insurance will end effective the last day of the month in which the position elimination occurs. If you need or want continuation of your health insurance coverage, you can elect to continue benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA is administered through Rocky Mountain Reserve. They will mail you documentation pertaining to those benefits. COBRA requires you to pay both the employer and the employee shares of the health insurance premium.

Please contact Shared Services at 303-871-7420 or [sharedservices@du.edu](mailto:sharedservices@du.edu) if you have any questions about benefits or COBRA continuation coverage.

Also, please note that as an alternative to COBRA, you may also be eligible to enroll in a different health insurance plan through Colorado’s Health Insurance Marketplace. More information is available at <https://www.healthcare.gov/> or <https://connectforhealthco.com/>.

### **What type of severance will employees receive if their positions are eliminated?**

At this time, employees will be eligible to receive severance equal to one week’s salary for each year of service, up to a maximum of 12 weeks for those employees with more than four years of service. Employees will receive a minimum of four weeks of severance if they have less than four years of service.

### **Will employees whose positions are eliminated be eligible to apply for unemployment benefits?**

Yes. Employees will be eligible to apply for unemployment benefits. The [Colorado Department of Labor and Employment \(CDLE\)](#) administers the unemployment benefit process and will determine whether or not you meet the other criteria to qualify for unemployment.

### **What type of support will the University provide, to help employees whose positions are eliminated find new jobs either within the University or elsewhere?**

Employees will be able to [apply for open positions](#) within the University and can receive help with resumes and career planning through HRIC. Employees also can access career development support by contacting Mia Elizardi ([Mia.Elizardi@du.edu](mailto:Mia.Elizardi@du.edu)).

**What other support services will be offered to employees whose positions are eliminated?**

Until the effective layoff date, employees whose positions are eliminated may access the University's Employee Assistance Plan (SupportLinc). To access the service, call 888-881-5462 or log into the SupportLinc website with username (universityofdenver) or download the eConnect® mobile app.