

OCEAN VIEW SCHOOL DISTRICT

FURLOUGH DAYS FAQ

(Frequently Asked Questions)

FOR CLASSIFIED, CERTIFICATED, AND MANAGEMENT STAFF

CLASSIFIED EMPLOYEES AND/OR CLASSIFIED MANAGEMENT:

Q: What happens if a furlough day is on a day the employee does not work?

A: The employee needs to make arrangements with their supervisor to take their furlough day on another work day.

Q: Does the employee have to turn in a time card at the end of the year showing furlough days?

A: Yes, for the remainder of 2009-2010 the employee will turn in two (2) time cards – one time card through 6/20 and one time card through 7/20. The time card through 7/20 will show 6/21 as either 1) Staff Development Day, 2) Personal Reason (PR) Day, 3) Vacation Day, or 4) Personal Unpaid Leave (PL) Day (No Pay Day). The furlough day is 6/22. Both the 6/21 and 6/22 days must be called in to SAMS.

Q: How is the deduction going to be figured?

A: The formula for deduction will take the average daily hours multiplied by the number of furlough days. That number will be divided and then deducted by the number of months worked (10, 11, or 12).

Q: Do furlough days have to be pre-approved by the Supervisor?

A: Yes, furlough days must be approved by the Supervisor, an Employee Absence Form completed, and the absence called in to SAMS (Reason 31) except for the two (2) district mandated furlough days, November 12, 2010 and May 27, 2011.

Q: For 11 or 12 month employees must the furlough days be taken intermittently throughout the school year so as not to affect STRS or PERS – or – can they be taken all at one time such as summer, in lieu of vacation time?

A: Yes, the furlough days may be taken together, keeping in mind that November 12 and May 27 will be District mandated furlough days for the entire District. All employees must still get approval from the supervisor, call SAMS, and fill out an Employee Absence Form.

Q: Do I need to get a substitute for my position?

A: For 11 or 12 month employees, furlough days should be taken during non-peak times so that a substitute is not required. Again, this should be cleared through the Supervisor. For 10 month employees, the furlough days are taken on non-instructional days (November 12, May 27, June 17, 20, and 21) so there would not be a need for a substitute.

Q: Do Classified/Classified Management employees need to call in SAMS for every furlough day off (other than the District mandated days of November 12 and May 27)?

A: Yes. SAMS must be called and an Employee Absence Form must be completed.

CERTIFICATED EMPLOYEES:

Q: Will furlough days affect my STRS service credit:

A: In order to keep furlough days from affecting STRS service credit, Certificated calendars and salary schedules had to be adjusted to reflect the number of furlough days to be taken.

Q: Why is my monthly salary different?

A: For proper STRS reporting, the monthly salary has been adjusted to reflect your new annual salary based on two (2) less contracted days for 2009-2010 school year.

Q: How is the percentage contract furlough day calculated?

A: Furlough days for shared contracts are being prorated per the contract percentage. Example: a 40% employee is having 2 days docked at 40% of the 100% equivalent (100% daily rate of 300 x 2 days = \$600, 40% = \$240).

Q: Why do I have money taken out and money put back in?

A: The May 31st paystub shows a lump sum furlough adjustment debit and a furlough credit for half of the debit amount. STRS needs to see a "one-time" furlough adjustment. In order to spread your adjustment over 2 pay periods, the debit adjustment satisfies the STRS requirement. The credit is to put money back into your paycheck without STRS being withheld. The June 30th paystub will show the May 31st credit being deducted without affecting STRS.

Q: Do Certificated teachers need to call SAMS for any furlough days?

A: No, SAMS does not need to be called for any furlough days taken in 2009-2010 or 2010-2011. An employee absence form does not need to be completed.

ALL EMPLOYEES:

Q: What happens if an employee terminates during the year?

A: Whatever has been deducted remains the same whether or not the furlough days have been taken.

Q: For the two District mandated Furlough Days (November 12, 2010 and May 27, 2011), do we need to call SAMS?

A: No employee needs to call in SAMS for these two District mandated Furlough Days.