Spring 2010 Furlough Program

Wanda M. L. Lee
Dean, Faculty Affairs and Professional Development
Agenda

• Introduction
• Purpose
• Calendar
• 2009-10 Spring Furlough Certification
• Reporting Furlough Days – Spring Furlough Schedule
• Agreement Highlights
• Roles and Responsibilities
• Additional Information & Questions
Spring 2010

Furlough Calendar: Academic Year Faculty
Spring 2010

Furlough Calendar: Academic Year
Part-time Faculty
Agreement Highlights --
Academic Year Faculty:

**Flexible Spring Furlough Day Guidelines:**

- 7 flexible furlough days: (Jan., Feb.*, Mar., April, May, June)
- No more than one furlough day per work week
- No more than two furlough days each calendar month
- EXCEPTION*— one month and one week in the academic year may have up to four furlough days
- *Only possible if faculty member did not take exception in the Fall semester.
San Francisco State University
2009-2010 Faculty Furlough Program – Spring 2010
CERTIFICATION BY FACULTY MEMBER

In accordance with the Furlough Agreement dated July 28, 2009, between The California State University and the California Faculty Association, I certify that:

i. I will not work on mutually agreed or assigned furlough days, and

ii. I will not work beyond the duties assigned for any week in which I have one or more furlough days.

Please print:

Last name, first name

SF State ID #

Department/Unit

College

Signature: ___________________________  Date: ___________________________

Departments and colleges may have earlier internal deadlines. Schedules are due in the Dean’s office no later than Monday, February 1, 2010.
Spring 2010

AY Faculty Furlough Schedule

| Lastname, first name | Department/unit | College |

Guidelines:
- Academic Year (Instructional Faculty, Coaches, SSP-AR Counselors): 9 furlough days per semester
- No more than one furlough day per work week
- No more than two furlough days each calendar month
- EXCEPTION: one month and one week in the academic year may have up to four furlough days (Applies only if you did not use the EXCEPTION in the fall semester)

<table>
<thead>
<tr>
<th>Spring scheduled furlough days:</th>
<th>Possible dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>21, 22, 25, 26, 27, 28, 29</td>
</tr>
<tr>
<td>February</td>
<td>15*, 22* (Only possible if you did not use exception in the fall semester) 1, 2, 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26</td>
</tr>
<tr>
<td>March</td>
<td>1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26</td>
</tr>
<tr>
<td>April</td>
<td>5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30</td>
</tr>
<tr>
<td>May</td>
<td>3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26</td>
</tr>
<tr>
<td>June</td>
<td>1, 2</td>
</tr>
</tbody>
</table>

Total Spring: 9
*Fixed dates

Faculty member’s signature  Date

Reviewed: □  Comments: □

Chair/Director’s signature  Date

□ APPROVED:

Dean’s signature  Date

Departments and colleges may have earlier internal deadlines. Schedules are due in the Dean’s office no later than Monday, February 1, 2010.
**Spring 2010**

**AY Faculty Furlough Schedule**

**Example A**

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**EXAMPLE A: Tu/Th classes, not using exception**

San Francisco State University

2009-2010 Faculty Furlough Program – SPRING 2010

SPRING FURLough SCHEDULE FOR ACADEMIC YEAR FACULTY MEMBER

Please print:

<table>
<thead>
<tr>
<th>Last name, first name</th>
<th>Department/unit</th>
<th>College</th>
</tr>
</thead>
</table>

**Guidelines:**

- **Academic Year (Instructional Faculty, Coaches, SSP-AR Counselors):** 9 furlough days per semester
- No more than one furlough day per week
- No more than two furlough days each calendar month
- **EXCEPTION:** one month and one week in the academic year may have up to four furlough days

(Apply only if you did not use the EXCEPTION in the fall semester)

<table>
<thead>
<tr>
<th>Spring scheduled furlough days:</th>
<th>Possible dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25</td>
<td>21, 22, 23, 26, 27, 28, 29</td>
</tr>
<tr>
<td>February 19, 22</td>
<td>(ONLY POSSIBLE IF YOU DID NOT USE EXCEPTION IN THE FALL SEMESTER) 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 23, 24, 25, 26</td>
</tr>
<tr>
<td>March 4, 26</td>
<td>1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26</td>
</tr>
<tr>
<td>April 24, 12</td>
<td>5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30</td>
</tr>
<tr>
<td>May 4</td>
<td>3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26</td>
</tr>
<tr>
<td>June 21, 25</td>
<td>1, 2</td>
</tr>
</tbody>
</table>

**Total Spring:** 9

*Fixed dates*

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**Faculty member’s signature**

**Date**

☐ Reviewed:

☐ Comments: |

**Chair/Director’s signature**

**Date**

☐ APPROVED:

---

Dean’s signature

**Date**

Departments and colleges may have earlier internal deadlines. Schedules are due in the Dean’s office no later than Monday, February 1, 2010.
### Example B – M.F classes, using AY exception

San Francisco State University

2009-2010 Faculty Furlough Program – SPRING 2010

**SPRING FURLOUGH SCHEDULE FOR ACADEMIC YEAR FACULTY MEMBER**

Please print:

<table>
<thead>
<tr>
<th>Last name. first name</th>
<th>Department/unit</th>
<th>College</th>
</tr>
</thead>
</table>

**Guidelines:**

- **Academic Year (Instructional Faculty, Coaches, SSP-AF Counselors):** 9 furlough days per semester
- No more than one furlough day per week
- No more than two furlough days each calendar month
- **EXCEPTION:** one month and one week in the academic year may have up to four furlough days

(Appplies only if you did not use the EXCEPTION in the fall semester)

**Spring scheduled furlough days:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Possible dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Th, 21</td>
<td>21, 22, 25, 26, 27, 28, 29</td>
</tr>
<tr>
<td>February</td>
<td>F, 19* M, 22*, Th, 18, Tu, 23*</td>
<td>(ONLY POSSIBLE IF YOU DID NOT USE EXCEPTION IN THE FALL SEMESTER)</td>
</tr>
<tr>
<td>March</td>
<td>F, 26</td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26</td>
</tr>
<tr>
<td>April</td>
<td>Tu, 21</td>
<td>5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30</td>
</tr>
<tr>
<td>May</td>
<td>M, 24, Tu, 25</td>
<td>3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26</td>
</tr>
<tr>
<td>June</td>
<td>Tu, 1</td>
<td>1, 2</td>
</tr>
</tbody>
</table>

**Total Spring:** 9

*Fixed dates

---

Faculty member’s signature

Date

☐ Reviewed:

☐ Comments:

Chair/Director’s signature

Date

☐ APPROVED:

Dean’s signature

Date

Departments and colleges may have earlier internal deadlines.

Schedules are due in the Dean’s office no later than Monday, February 1, 2010.
Agreement Highlights:

**Furlough Exceptions:**

- Sworn Officers
- Public Safety Dispatchers
- Community Service Officers
- Direct grant-funded positions (or % direct grant-funded)
Faculty Responsibilities

1. Complete Furlough Schedule by 2/1/10, internal department or college deadline may be earlier.

2. Reprioritize duties to be proportionate with the hours to be worked keeping in mind operational needs of the campus.

3. Be aware of the well being of your colleagues and students.

4. Do not perform work for San Francisco State University on the fixed furlough days or on the agreed upon furlough days unless written authorization from the appropriate administrator (college dean/equivalent) is received in advance.
Chair/Director Responsibilities

1. Facilitate completion of Certification Form and Furlough Schedule.
2. Carefully review your operations, skills of staff, supervision available and service requirements.
3. Make recommendations regarding furlough schedule in light of operational needs.
4. Ensure that employees are not working on their furlough days.
5. Be aware of the well being of your faculty and students.
Administrator (MPP) Responsibilities

1. Carefully review your operations, skills of staff, supervision available and service requirements.
2. Consider approval of furlough schedule in light of operational needs.
3. Ensure that employees are not working on their furlough days.
4. Be aware of the well being of your faculty and students.
Faculty Affairs Responsibilities

- Assist deans, department chairs/directors, and faculty through the furlough process.
- Provide communication updates:
  - Information via web and email
  - Frequently Asked Questions (FAQs)
- Provide referral to Human Resources:
  - Paycheck calculator
  - Information on health and benefit plan options
  - Self help tips
- Provide referral to ORSP for grant-related questions.
- In conjunction with Human Resources, consult with union leadership regarding furlough-related issues.
CFA Bargaining Agreements:

http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml

Current Collective Bargaining Agreements

Unit 1 (Union of American Physicians and Dentists - UAPD)

- MOU - Joint Labor Management Committee - December 17, 2008
- UAPD Furlough Agreement (.pdf)

Unit 2, 5, 7 and 9 (California State University Employees Union - CSUEU)

- Side Letter on In-Range Progression Program - January 22, 2008 (.pdf)
- Side Letter - LMC on Long-Term Compensation Strategy - May 5, 2009 (.pdf)
- Side Letter - Overtime Compensation - June 9, 2009 (.pdf)
- Side Letter - Compressed and Alternate Work Schedules - June 9, 2009 (.pdf)
- CSUEU Furlough Agreement (.pdf)

Unit 3 (California Faculty Association - CFA)

- Duties and Responsibilities for the Administration (.pdf)
- Memo of Understanding Faculty Hearing Panels (.pdf)
- Memo of Understanding - FY 2007-2008 Equity Increase Program (.pdf)
- Executive Summary Equity Program Year One (.pdf)
- Conceptual Flowchart - Overview Equity Programs (.pdf)
- CFA Furlough Agreement (.pdf)

Unit 4 (Academic Professionals of California - APC)

- Unit 4 Evaluation Form
- MOU - Contract Extension - May 22, 2008 (.pdf)
- APC Furlough Agreement (.pdf)
Faculty Affairs Website – Faculty Furlough Information
http://academic.sfsu.edu/facaffairs/furlough.php

Faculty Affairs and Professional Development

Faculty Furlough 2009-10

Forms
- AY Faculty Spring 2010 Furlough Certification (MS Word)
- AY Faculty Spring 2010 Furlough Schedule (MS Word)
- Academic Year Faculty Spring 2010 Furlough Calendar - Full-time faculty
- Academic Year Faculty Spring 2010 Furlough Calendar - Part-time Faculty
- Request to Extend Probationary Period Due to Furlough (7th Probationary Year)

CSU 7-28-09 Furlough Agreement with CFA
CSU 7-28-09 Furlough Agreement with CFA link
Last Updated: 09-17-09
- Frequently Asked Questions

Academic Year Faculty Information Sessions
Faculty Affairs will hold information workshops for faculty with furlough questions on the following dates in Humanities Conference Room 587:
- Tuesday, August 25th, 2-3pm
- Thursday, August 27th, 2:30pm
- Friday, August 28th, 10-11am

UPDATED for Spring 2010 - Academic Year Faculty Furlough PowerPoint Presentation
HR Homepage – Additional Furlough Information
http://www.sfsu.edu/~hrwww/index.html

San Francisco State University

Human Resources, Safety & Risk Management

Learn, Grow and Sustain Your Career at SF State

Welcome to SF State’s Office of Human Resources, Safety and Risk Management homepage. As the Associate Vice President of Human Resources, I am pleased that our team of HR professionals provides a comprehensive array of services, programs and career opportunities for our internal and external customers. Our aim is to attract, develop and retain a multicultural workforce of talented faculty and staff who support the campus mission of academic scholarship, creative innovation, social justice and civic involvement.

SF State is a great place to work, learn and grow. A large, urban university serving 30,000 students with 4,000 faculty and staff and one of 23 campuses in the California State University system, SF State proudly ranks in the top ten universities for campus diversity according to the 2007 U.S. News and World Report.

We invite you to explore our website to see what services and career opportunities we offer.

Contact Us

HR Furlough Information Sessions
August 13th, 19th and 20th at 3:00 pm to 4:00 pm in Humanities 133
Please contact hrinfo@sfsu.edu for more information

What's New
• New Furlough Information (last updated Aug 18, 2009)
• Fall Warner - Fall 2009 Information
• Planning Your Retirement
• Swine Flu - Resources & Information
FURLOUGH INFORMATION
http://www.sfsu.edu/~hrwww/econ_times/econ_times.html

Furlough Information

Last Updated: 09/01/09 5:00pm

Please reference the informational links below. We will update this page to provide the University furlough calendar for the remainder of 2009/2010, along with more information, such as furlough Q & A's, information sessions and campus furlough procedures/guidelines.

1. SF State Furlough Calendar
2. SF State Furlough Frequently Asked Questions
3. Furlough Agreements
4. Furlough Information Sessions
5. Furlough Forms
6. CSU Furloughs Fact Sheet (pdf)
7. CSU Budget Central
8. Furlough Information - Faculty NEW
9. Furlough Information - ORSP NEW
10. Furlough Matrix by Time Base NEW

Surviving in Tough Economic Times

Dear Colleagues,

Your HR department recognizes the challenges we all face in these difficult economic times. Many of you may be feeling personal and professional pressures related to the global economic situation. No one is immune, but we all have choices in how we navigate through the recession. Our goal in human resources is to provide you with tools and self help tips to assist you in making informed decisions for you and your family. We encourage you to visit our website for weekly updates on topics such as:
2009/2010 Furlough Program

Check for updates:

http://academic.sfsu.edu/facaffairs/furlough.php
http://www.sfsu.edu/~hrwww
http://research.sfsu.edu/faqs.html#furlough

Send questions to:

facaffrs@sfsu.edu (academic related questions)
hrinfo@sfsu.edu (employee related questions)
orspinfo@sfsu.edu (grant-related questions)