

You are all aware of the continuing budgetary challenges facing YSU. At this time, the university's projected budget deficit for this fiscal year amounts to \$7 million. It is imperative that we take steps to bring our budget in line with these new fiscal realities. We have recently completed new concessionary contracts with both the faculty and classified unions. We plan to ask for similar concessions from the other unionized employees on campus. The sacrifices needed to meet these budgetary challenges will be shared across the university.

The concept of unpaid furloughs was submitted during our call a few months ago for ideas from the campus on how to reduce spending. After significant review and discussion, members of the President's Cabinet, including myself, have voluntarily agreed to a minimum of six unpaid furlough days (or other savings options) for the remainder of the fiscal year. We are now asking all 220 professional/administrative exempt employees to follow our lead and to voluntarily make a similar sacrifice.

Employees may choose one or more of the following three options:

1. *Schedule unpaid furlough days.* In consultation with their supervisors, employees will schedule furlough days in which they will not work and will not be paid.
2. *Forfeit vacation days.* Employees will give back vacation days, reducing the number of vacation days that they have remaining for the fiscal year.
3. *Make a monetary contribution.* Through personal check or payroll deduction, each employee will pay to the university an amount of their own choosing.

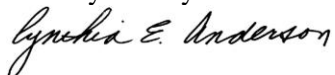
If you do not think you can sacrifice the minimum six days at this time, please consider a lesser number that may be more suitable to your situation. On the other hand, if you feel you can give more, I encourage you to do so. Let me reiterate that this is completely voluntary.

I am asking every P/A Exempt employee to complete the form at

http://web.ysu.edu/gen/ysu_generated_bin/documents/basic_module/PA_Exempt_Contribution_FORMrev_for_10_21_11.xls, print the completed form, sign the form and return it to your supervisor by no later than Oct. 21. Also, attached to this letter is an FAQ sheet to help answer other questions you may have.

While I understand that this is a significant burden for each and every one of you, I must also say that these steps alone will not resolve the budget challenges we face. In fact, it is possible that we may need to implement mandatory furlough days next fiscal year. These are difficult measures that reflect difficult times. Please know that your hard work and dedication is truly appreciated. I recognize that P/A Exempt employees have not, over the years, received compensation and benefits that other employees groups have. I hope you will seriously consider this request and choose to voluntarily agree to these measures to help YSU meet its fiscal challenges.

Thank you for your understanding.



Cynthia E. Anderson

For Frequently Asked Questions, click on this link