

Procedures for supervisors to conduct meetings concerning voluntary furloughs, donations and vacation donations.

1. Meet with all professional/exempt employees under your direction to discuss the options. Discuss the information in Dr. Anderson's letter and help the staff member understand the University's current financial situation. Walk the employee through the Financial Contribution Form and explain the options available to the employee. Employees can participate by the vacation forfeit option, the unpaid furlough option or the monetary contribution option or any combination of the three. Emphasize that this is a voluntary program and they need to assess their own personal financial situation to determine the level of participation. There will be no penalty if they indicate that they cannot participate. These meetings should be conducted no later than October 14th.
2. In general terms make the employee aware of the fact that various concessions are in the process of being negotiated with the faculty and ACE bargaining units in an effort to contend with this year's deficit and future deficits. The same type of concessions will be negotiated with the APAS and FOP bargaining units next year.
3. Have employee complete, sign and return to you a completed contribution form no later than October 21st. It is necessary to have the form completed even if the employee is opting to not participate.
4. Return all completed forms to Carol O'Brian in the Office of Human Resources no later than October 25th.
5. You can obtain additional guidance regarding the program through your Division Officer.