

University at Albany

2011-2012 Deficit Reduction Plan for CSEA Employees

Frequently Asked Questions

What is the Deficit Reduction Plan (also known as the Furlough Plan)?

As part of the new CSEA agreement all CSEA employees, during the 2011-12 NYS Fiscal Year, will have their compensation reduced and Deficit Reduction Leave granted equal to 5 days (40 hrs or 37.5 hrs) for fulltime employees, pro-rated for part-time employees.

How will the reduction in compensation happen?

All CSEA employees will have their biweekly compensation, excluding overtime, reduced by 3.333% for each of 15 pay periods beginning with the pay period 8/18/11-8/31/11 (check of 9/14/11) through pay period 3/1/12-3/14/12 (check of 3/28/12). The reduction calculation: 5 days divided by 150 days (the number of work days in 15 pay periods) = 3.333%.

How will Deficit Reduction Leave (DRL) be credited?

As of 9/15/11, active fulltime employees will be initially credited with 5 days (40 or 37.5 hrs) of Deficit Reduction Leave (DRL). Part-time or hourly employees will be credited with a pro-rated amount based on their payroll percentage (average hours will be used for hourly employees). DRL balances will be adjusted throughout the fiscal year based on the actual amount of reduction taken from compensation. Any time off the payroll or at reduced pay will decrease the amount of DRL available.

When can DRL time be used?

DRL leave can be taken at employee request with **prior supervisory approval** beginning 9/15/11. Employees should provide reasonable advance notice of their DRL request and departments may take operational need into account when approving such requests, similar to requests for vacation and personal leave. Seniority will be the determining factor for multiple requests for the same day. DRL may not be used to cover unscheduled absences such as tardiness or sick call-ins without supervisory approval. DRL may be used in ¼ hr units. **All DRL leave must be taken by 3/28/12 or it will be forfeited.**

How will I record DRL on my timesheet/card?

Current timesheets/cards will be used for reporting DRL. On the time record, employees should make the notation "xx hrs DRL or furlough leave". Usage and balances will be maintained by Time Records, however supervisors and employees should be tracking as well. Timecard employees will have their DRL balance reported in the Notes section of their label. Timesheet employees can view their DRL balances through MyUAlbany after 9/28/11.

What if my employment will end before 9/15/11?

Please contact Human Resources immediately. Your DRL credit will be calculated so you can schedule usage prior to separating from service in this circumstance only.

What if I plan to retire before the end of the fiscal year (3/28/12)?

DRL balances will be adjusted throughout the fiscal year based on the actual amount of reduction taken from compensation. If you are retiring before the end of the fiscal year, contact Human Resources to get an estimate of the amount of DRL credits you must use prior to your retirement date. Note: Employees who take more DRL time off than is ultimately reduced from their compensation will be considered overpaid by the difference amount. Overpayments will be deducted from any final checks (lump sums, deferred days).

What if I go on leave (ex. worker's comp., FMLA/sick, military) during the fiscal year?

DRL balances will be adjusted throughout the fiscal year based on the actual amount of reduction taken from compensation. Any time off the payroll or at reduced pay will decrease the amount of DRL available. Employees who take more DRL time off than is ultimately reduced from their compensation at the end of the fiscal year will be considered overpaid. Overpayments will be deducted from future checks.

How much DRL will a new employee be credited who starts after the reduction begins?

The initial DRL credit will be prorated based on the number of pay periods remaining in the fiscal year.

How does DRL impact overtime?

Time charged to DRL counts as time worked for the purposes of entitlement to overtime. The reduction in compensation does NOT include overtime compensation.

Will DRL impact other accruals?

Time charged to DRL counts as time worked for the purposes of accrual earning. For the Fiscal Year 2011-12 only, annual leave balances may not exceed **45 days** on April 1, 2012 (it is normally 40 days).

What if I transfer to another agency during the fiscal year?

Unused DRL credits will be transferred in most cases assuming you transfer to another CSEA position. Call Time Records if you are planning on transferring.

Questions about specific circumstances not addressed here should be directed to the University Human Resources Office at ohrm@albany.edu or 437-4700.