1 PURPOSE

The procedures and process set forth in this furlough plan for University Support Staff (USS) employees have been developed pursuant to the provisions of the Wichita State University (WSU) Policy and Procedures. If Wichita State University desires to deviate from the standard workweek, as defined as 40 hours during a given seven-day workweek, in order to implement a furlough plan, the furlough plan shall implemented in accordance with this regulation.

2 PREAMBLE

This furlough plan describes the rights of regular employees and responsibilities of the University in regard to leave without pay for a preset number of hours during each pay period covered by the plan.

3 ORGANIZATIONAL UNITS

The organizational units within WSU as defined for purposes of layoff are as follows:

(a) Division of Administration and Finance
(b) Division of Academic Affairs
(c) Division of Campus Life and University Relations
(d) President's Division
(e) Vice President and General Counsel
(f) Division of Research and Technology Transfer

4 GEOGRAPHIC AREAS

The geographical area is a description of any geographic areas to which the layoffs will be limited. This is not limited to Sedgwick County and should include the entire domain of WSU.

5 DEFINITION

If the University deems it necessary by reason of shortage of funds, they may furlough without pay all employees in the University Support Staff in designated classes, organizational units, geographical areas, or any combination of those groups unless specific funding sources necessitate exceptions.

"Furlough" shall be defined as leave without pay for a preset number of hours during each pay period covered by the furlough plan. An employee's social security and retirement contributions shall be affected under a furlough but all other benefits, including the accrual of vacation and sick leave, shall continue, notwithstanding other regulations to the contrary. A furlough shall not affect the employee's continuous service, length of service, pay increase anniversary date, or eligibility for authorized holiday leave or pay.
6 FURLough NOTICE

If feasible, at least 60 calendar days before the date a furlough is to be implemented, the University or its entities shall prepare a furlough plan, and submit it to the Director of Human Resources, specifying the following information:

(1) The cause of the funding shortage
(2) The effective date of the furlough and the date on which the furlough is to end
(3) The methods for notifying the affected employees
(4) If feasible, the amount of advance notice that will be given to affected employees, which shall not be less than 30 calendar days
(5) The estimated cost savings
(6) Each class, organizational unit, or geographical area to be affected
(7) The criteria used to select each class, organizational unit, or geographical area to be included in the furlough
(8) Any exceptions to the furlough plan based on funding sources
(9) The number of hours by which the workweek will be reduced, including separate categories detailing the proposed reduction in hours by standardized increments for exempt and nonexempt employees.

In no case shall this regulation be used as a disciplinary action against an employee.


7 SUMMARY

Wichita State University recognizes the potentially devastating impact to employees affected by a furlough. The University will exhaust all available alternatives before administering a furlough. If faced with a furlough, all employees affected will be assisted in exercising their rights and options, including unemployment benefits, with a primary objective of maintaining their employment with the University.