

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FURLOUGH
Procedure No. 3-15 (C)
Page 1 of 3

Effective October 1, 2008

(1) FURLOUGH NOTICES

- (a.) The decision to furlough employees, which employees will be furloughed, and the duration of a furlough will be made by the President subject to operational need and in accordance with college policies and procedures.
- (b) In emergency furlough situations, employees will be given as much advance notice as possible.
- (c) In nonemergency furlough situations, employees will be given as much advance notice as possible but not less than 30 calendar days.
- (d) Employees will be provided written notice of furlough which will include the following:
 - 1. A general statement of the reason for the furlough.
 - 2. In the event of a non-emergency, the notice will state the projected maximum number of furlough days.
 - 3. In the event of an emergency furlough, the number of furlough days will become known after the onset of the furlough, and the college will make reasonable efforts to communicate this information to the furloughed employees. The college may attempt to solicit voluntary furloughs in the affected areas.
- (e) In nonemergency furlough situations when not all employees in an affected area are being furloughed, the college will first ask employees to volunteer to be furloughed. Volunteers must be approved by the college due to the essential functions, responsibilities and duties of the volunteer.
 - 1. If there are insufficient volunteers to satisfy the need for furlough, employees will be selected for furlough on the basis of their full-time seniority status in the affected area with the employee having the least amount of full-time service being the first furloughed.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FURLOUGH
Procedure No. 3-15 (C)
Page 2 of 3

Effective October 1, 2008

2. If there are more than enough volunteers to satisfy the need for the furlough, employees will be placed in furlough status on the basis of their full-time seniority status in the affected area with the volunteer having the most amount of full-time service being given the first right of being furloughed.
 3. Part-time employees will be furloughed on the basis of their part-time seniority with the college.
- (f) Employees are prohibited from performing any work during the furlough period. This includes checking work-related e-mail and voice mail.
- (g) Essential employees to college operations may be excluded from furlough consideration.

(2) BENEFITS COVERAGE

(a) Vacation & Sick Leave Accruals

1. Employees that are not in an active pay status during a furlough period will not accrue vacation and sick leave.
2. Employees on an intermittent furlough will remain in an active pay status and will accrue a prorated amount of leave during such furlough.
3. Furloughed employees are not permitted to use accrued leave during a furlough, except in the case of scheduled hours/days during an intermittent furlough. Any paid leave approved for use by an employee during a furlough is cancelled. However, a furloughed employee is eligible to apply for unemployment compensation. (see below)

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FURLOUGH
Procedure No. 3-15 (C)
Page 3 of 3

Effective October 1, 2008

(b) Holiday Pay During Furlough

If a holiday falls during the furlough period, the furloughed employee will be eligible to receive holiday pay provided they are not receiving unemployment benefits.

(c) Health Benefits (health, dental, vision)

The furlough is designed to minimize the adverse impact to employee benefits. Employee coverage will stay in effect during the furlough period provided the employee remains in active pay status. Employees will be responsible for their normal contributions if there are insufficient earnings to cover the payments. Once an employee is no longer in an active pay status, they will be eligible for COBRA coverage.

(d) Unemployment Compensation

Employees are eligible to receive unemployment compensation benefits during a continuous furlough.

(e) Service Time Accrual

Employees shall continue to accrue service time during a furlough provided they are recalled to work at the end of the furlough period.

(f) Internal Opportunities

Employees shall be eligible to apply for other positions within the college as an internal candidate while on a furlough.

(g) External Employment

Employees may work for an employer other than the college while on a furlough provided that such employment does not violate pertinent college policies and procedures.

New Procedures