

**East Central College
Faculty Furlough FAQs
Updated 8-28-2020**

Notice to Faculty and Staff Who Are Eligible for Missouri Shared Work Program

Missouri will begin participating in the federal Lost Wages Assistance (LWA) program. This means the state will be paying eligible unemployment recipients an additional \$300 per week, retroactive to furlough days taken the week ending August 1, 2020.

To receive the \$300 benefit, an individual must be eligible for a Weekly Benefit Amount (WBA) between \$100 and \$320, and to receive at least \$1 of an unemployment benefits during the week of the furlough.

If you still need to take furlough days, please work with your supervisor to schedule the days off. You will need to report furlough leave on the leave form and if applicable, the timesheet. Faculty must submit their furlough Leave of Absence forms at least 30 days prior to the requested furlough day to allow for appropriate processing.

To qualify for the Shared Work Program you must work a minimum of 24 hours per week and not use any sick leave that week. You do not file the claim for unemployment; the business office will continue to process those claims. However, an account must be created through the state's Uinteract page: <https://Uinteract.labor.mo.gov>

Faculty can refer to the [Furlough FAQ](#) distributed by Stacy Bellville. All others, may refer to the HR webpage: [Furlough FAQ](#).

The LWA program may last as long as December 27, 2020, but other provisions could shorten that time. We will inform you if changes are made to LWA, or if other federal benefits are enacted instead.

Meanwhile, for details and updates, visit labor.mo.gov/coronavirus.

Most Frequently Asked Questions as of August 4, 2020:

1. What is the Shared Work Program and are faculty eligible to participate?

The Shared Work Unemployment Compensation Program is an alternative to layoffs for employers faced with a reduction in available work. It allows an employer to divide the available work among a specified group of affected employees instead of a layoff. These employees receive a portion of their unemployment benefits while working reduced hours. To participate, an employer must complete an application for the affected unit within the company and submit it to the Division of Employment Security (DES) for approval. The College has been approved for this program. Learn more here: www.sharedwork.mo.gov

Yes, faculty are eligible to participate.

2. How do I qualify for the Shared Work Program?

You must work at least three to four days in one week to be eligible for the Shared Work Program.

Scenarios:

- Work three days, furlough two days
- Work three days, furlough one day, take one personal day
- Work four days, furlough one day
- You may not take any sick time during the week you furlough

3. Do I need to complete a Leave of Absence form for furlough days?

Yes, faculty must submit a Leave of Absence form (found on the HR [website](#)) to the appropriate Program Assistant (Amy DeMiere, Sarah Haines, or Julie Beck) at least 30 days prior to the furlough day. More than one furlough day can be listed on the form, please use a separate form for any sick or personal time.

4. Can I take a half day as furlough?

No. Furlough can only be taken in full day (8-hour) increments.

5. What dollar amount of unemployment benefits am I eligible to receive if I elect to participate in the Shared Work Program through MO Unemployment?

The state's maximum weekly benefit is \$320 and the daily benefit is \$64. If your annual salary is more than \$32,000, you qualify for the maximum weekly benefit. If you elect to have taxes taken your daily benefit will be \$58.

6. What about the unemployment insurance benefit from the HEALS Act?

If the unemployment insurance benefit is extended in the new stimulus package currently being negotiated by the government, you will receive this money in addition to the daily benefit for the week you claim a furlough day.

7. How soon will I receive my unemployment payment?

The "waiting week" that was waived with the CARES Act stimulus package for unemployment insurance has been reinstated. Therefore, the turnaround time for payment could take up to 14 days or more after a claim is filed by Payroll.

8. How do I check the status of my unemployment claim?

After Payroll has uploaded the hours for the previous week, you can view the status of your claim by logging into the Uinteract [site](#). Instructions can be found [here](#).

9. How do I calculate how much my pay will be reduced for a furlough day?

The Office of Academic Affairs has provided each faculty member with a Faculty Furlough Template. If you have questions about the template, contact Stacy Bellville. Faculty are paid current every two weeks so when using a furlough day, you may want to consider if both days will be in the same pay period since this will impact your take home pay.

10. What do I do if I have the message "Issue on File" on my account?

Contact Human Resources who will inform the Missouri Department of Employment Services (MODES).

11. What do I do if I have a week still showing as rejected?

Contact Human Resources who will inform MODES. Your account will show "issue on file" after this has been corrected.

12. Who do I contact if I have questions about faculty furlough and/or tracking furlough days?

Contact Stacy Bellville in the Office of Academic Affairs.

13. Who do I contact if I have questions about the Faculty CBA?

Contact the ECC-NEA Leadership, Sue Henderson or Aaron Bounds.

14. Who do I contact if I have questions about unemployment benefits?

Contact the Human Resources Office. If they cannot answer your question, you can contact MODES at 800-320-2519 or submit a question to MODES [here](#).

15. What do I do if the week is no longer showing up?

Click on the Unemployment Verification box at the bottom of the screen to verify shown on this screen. If not on the screen, report to Human Resources who will report to MODES.

East Central College
Faculty Furlough FAQs as of July 16, 2020

The Board of Trustees approved a mandatory unpaid furlough for full-time employees that equates to a 5% reduction to base pay at the June 8, 2020 board meeting. Below is a list of questions and answers concerning furloughs.

1. Why the furloughs for employees?

Dr. Bauer shared that employee furloughs are necessary to offset the loss of state funding in both fiscal years 2020 and 2021. Furloughs provide half of projected withholding dollars with a targeted 5% reduction in FY21 payroll costs. All employees share in reduction.

Information shared with employees.

- Projected withholding of \$848,352
- Estimated 5% reduction in payroll: \$433,587
- Remaining cuts: ◦ Hiring freeze: \$351,630 ◦ Non-personnel costs: \$63,135
- Insurance benefits maintained
- No Planned Layoffs (Assuming no further state reductions or other significant change to revenue)
- Hiring Freeze Implemented; exceptions must be approved by President
- Return to Base for FY22
- Any raises for FY22 determined on base salary, not reduced/furloughed wages

2. When can I take my furlough days?

Faculty will need to refer to Article XXXV of the CBA for detailed plans on how furloughs for faculty will be implemented for the upcoming year.

3. Do I need to complete a leave form for furlough days?

Yes, all employees will need to complete a leave form. The updated leave form is on the Human Resources webpage. It can be accessed [here](#).

4. Do I need to submit a weekly claim to receive my unemployment benefits?

No, since the College is participating in the Shared Work Program, you are NOT filing a claim. The College will file on your behalf unless you do not meet the minimum of 24 work hours per week.

5. Are my benefits taxable?

Yes, unemployment benefits are subject to federal and state income taxes. When you create your account on the Uinteract Site, you'll be able to elect that taxes be taken out before receiving unemployment benefits.

6. How do I know if I qualify for the state's maximum unemployment weekly benefit of \$320?

Typically, if your annual salary is more than \$32,000, you most likely qualify for the maximum weekly benefit of \$320. You can confirm your maximum weekly benefit by using the [claims calculator](#). If you earn less than \$32,000, you can use the claims calculator to determine your weekly benefit.

7. How do I find out how much unemployment benefits I am eligible to receive?

You can use the [claims calculator](#) to determine your weekly benefit amount, which is based on your earnings. If an individual works a partial week, their weekly unemployment benefit will be reduced. This calculator provides the benefit under standard unemployment insurance. Under the Shared Work Program, the employee will qualify for 1/5 of the maximum weekly unemployment benefit for each day of furlough (up to 2 days).

8. How soon will I receive my unemployment payment?

The turnaround time for payment could take up to 10 days after filed and payment could vary from week to week.

9. Regarding any deductions (family insurance coverage, ASI flex, donations, etc.), if wages are lower than the employee contributions, what will the process be for employees to repay the College?

The payroll department will work with the employee to develop a new deduction schedule if the deduction amount exceeds net earnings.

10. Will my PSRS retirement benefits be affected?

Retirement benefits could be impacted if an employee is earning less than 95% of their annual salary. If an employee earns 95% of their annual salary reported to the retirement system, the employee should receive a full year of service. The retirement system will calculate the service according to their guidelines. Contact PSRS/PEERS at <https://www.psrs-peers.org/>.

11. If I take 3-5 days in one week for furlough, is the process different for requesting unemployment benefits?

Yes. An employee furloughed for 3-5 days in a single workweek is not eligible for the shared work program. However, the employee can still file for unemployment benefits through the Unemployment Insurance program. You can find more information [here](#).

12. Can I take personal leave time and/or a sick day the same week as a furlough?

Yes, but there are restrictions according to the shared work program. Here are a few examples how taking leave may affect your benefits. If an employee is unable to work or uses sick leave, they are not eligible for unemployment benefits through the shared work program.

Scenario	Eligibility for shared work hours
Employee physically worked 24-32 hours	Employee is eligible for shared work hours
Employee did not physically work 24 hours	Employee is not eligible for shared work hours
Employee works more than 32 hours	Employee is not eligible for shared work hours

Employee physically worked 24 hours and received pay for a holiday	Employee is eligible for shared work hours 24 hours + 8 holiday hours = 32 eligible hours
Employee physically worked 24 hours and got 16 hours of holiday pay	Employee is not eligible for shared work hours 24 hours + 16 holiday hours = 40; this is over the 32 hour limit
Employee physically worked 16 hours and received 8 hours holiday	Employee is not eligible for shared work hours. Employee did not physically work 24 hours
Anytime employee is not available for work	Employee is not eligible for shared work hours.

13. How do I file for regular unemployment benefits if I do not qualify for the shared work program because I took a full week of furlough?

You would file a claim through the UINTERACT system. You can learn more about how to file for unemployment. [How to file for unemployment - VIDEO.](#)

14. How do I determine my unemployment benefit through the shared work program?

You will need to determine your maximum weekly benefit, which can be done by using the [claims calculator](#). If your work hours are reduced by 20%, you will receive 20% of your weekly unemployment benefit.

- Weekly Benefit Amount: \$320
- Partial unemployment benefit based on 20% reduction is \$64 a day (\$320 X 20%)

Here is a quick video providing an overview of the shared work program and how benefits are calculated for the shared work program. <https://labor.mo.gov/shared-work>.

15. What is the maximum annual salary I can earn and still qualify for unemployment benefits through the shared work program?

There is no maximum salary since the program provides partial unemployment to an employee who experiences a 20%-40% reduction in work hours. Through the Shared Work Program, employees are eligible for partial unemployment benefits in addition to partial salary.

16. Whom can I talk to about the impacts of the furlough on me?

The Employee Assistance Program (EAP) is a free, confidential service that provides short-term counseling services to help address personal, financial, career, and work-life issues to eligible employees and their families. To access this benefit, simply call the EAP at 800-624-5544 and identify yourself as an East Central College employee. Our Human Resources team is here for you. If you would like to speak to one of our team members about how the furlough will affect you, please reach out to Human Resources at 636-584-6712.

17. If I have a second employer, will this affect my ability to receive unemployment benefits through the shared work program?

No, your earnings at your second employer are not considered a part of the shared work program. However, your second employer or previous employer will be informed that you are filing for unemployment benefits and will have the opportunity to protest.

18. How do I check the status of my unemployment claim?

After payroll has uploaded the hours for the previous week, you can view the status of your claim by logging into your UInteract site. Instructions can be found [here](#). It is important that timecards and leave forms be turned in to the payroll office by noon on Monday.

