

Deficit Reduction Plan for UUP Employees Frequently Asked Questions

What is the Deficit Reduction Plan?

The 2011-16 UUP contract ratified by members in June, calls for a total of nine days of earnings to be withheld. Five of these days will be withheld in 2013/14 and four will be in 2014/15. Seven of the days will be repaid. Two of the days will be exchanged for leave and not be paid back. These numbers assume an employee is full-time for the entire reduction period. Part-time employees or employees who are not on payroll the entire period will have lesser amounts deducted.

The reductions will be taken over 20 pay periods in each fiscal year. The first eight pay periods of the 2013/14 reduction constitute the reductions that will not be repaid. All subsequent reductions will be repaid.

Who is subject to the Deficit Reduction Plan?

ALL employees in the UUP bargaining unit excluding those international employees on H1B, J1 or O1 visas are subject to the DRP. Note: employees whose primary employer is another NYS Agency, who may be teaching at UAlbany on an extra service basis, are generally not in the UUP bargaining unit at UAlbany. Employees in designated Casual titles are not in the UUP bargaining unit.

What is the reduction amount?

Employees will see a 2.5% reduction in 2013/14 beginning with the check of September 25, 2013 through the check of June 18, 2014 (20 checks) except for academic employees whose base salary is paid out only during the academic year (see below).

Employees with an **academic year obligation AND whose base salary is paid only over the academic year** (not over the summer) will see a 2.019% reduction in 2013/14 beginning in the check of September 25, 2013 through the check of June 18, 2014 (20 checks). This reduction % is lower because the annual salary for these employees is condensed over the academic year only making their biweekly gross higher.

Part-time employees will see the same percentage reduction but on their pro-rated salary.

The 2 day non-repaid reduction calculation was based on **days on the payroll** between August 29 and December 18, 2013 (8 pay periods or 80 days). Two of 80 days equals the 2.5% reduction for most employees (a 2.019% reduction was used for employees receiving annual salary only over the academic year to offset the higher biweekly earnings rate as noted above).

A part-time employee's work schedule can vary day by day. However, their salary, from a payroll perspective, is spread equally over every day on the payroll, regardless of actual work schedule. **Therefore a payroll day of reduction is likely to be less than a work day for a part-time employee.**

The reduction for 2014/15 will also be spread over 20 checks but the % reduction has not yet been determined.

When will the reduction days be repaid?

Any reductions taken from earnings after December 18, 2013 (ck date 12/31/13) through the end of the deficit reduction period will be repaid beginning the last pay period of State FY 2015/16 (April 2016), or upon permanent separation from service, whichever occurs first. Academic employees leaving the payroll with anticipation of returning the following semester will not be eligible for early payout. There will be a separate code on pay stubs to distinguish earning reductions eligible for repayment.

Who is eligible to receive deficit reduction leave (DRL)?

A UUP employee subject to the deficit reduction plan **during the first 8 pay periods** of the program which will not be repaid (work period August 29-December 18, 2013) is eligible for DRL leave.

How much DRL leave do I get?

Full-time employees are eligible for two days of DRL, assuming they will be on the payroll for all 8 pay periods.

Part-time employees are eligible for the equivalent of two **payroll days (see description above)**

PT Examples:

PT faculty teaching one three credit course at \$3000: Fall stipend is divided over 10 pay periods at \$300 each. The reduction for this employee is $\$300 \times 2.019\% = \6.06 per pay period. The non-repaid total is $\$6.06 \times 8 \text{ pay periods} = \48.46 , which is 1.615% of fall stipend (the non-repaid reduction period encompasses nearly all the fall academic calendar.) For illustration purposes only, if *on average* this person works 5 hours per week for the 16 weeks, the total work hours are approximately 80 hours for the period. The maximum leave time would be about 1.25 hours ($80 \times 1.615\%$) which could be taken by eliminating an office hour, using a guest lecturer for a class, or shortening class periods to minimize disruption to students.

PT Staff Assistant working 25 hours per week for 16 weeks (reduction period) $\times 2.5\%$ earnings reduction = 10 hours max DRL.

Amount of leave time to be determined between employee and supervisor/chair. Leave time is not intended to be granted on an hour for hour basis as an employee's professional obligation is not such.

What if I am not on payroll for the entire period the unpaid reductions are taken (i.e. resign, retire, etc. before Dec. 16)? How much leave do I get?

Maximum DRL should be prorated if not on the payroll for the 8 pay periods of non-repaid reductions (Aug 29-Dec 16). Any portion of a pay period worked will count.

DR Payroll Periods	% of Total DR Period	FT Days of DRL	Part-timers
8	100%	2.00	% DR period x max DRL
7	87.5%	1.75	% DR period x max DRL
6	75%	1.50	% DR period x max DRL
5	62.5%	1.25	% DR period x max DRL
4	50%	1.00	% DR period x max DRL
3	37.5%	.75	% DR period x max DRL
2	25%	.50	% DR period x max DRL
1	12.5%	.25	% DR period x max DRL

When can the deficit reduction leave (DRL) days be taken?

With prior approval from your supervisor or department chair, leave may be taken during the following timeframes:

Professional staff: October 1 through December 31, 2013

Academic staff: November 1 through December 31, 2013 (REVISED)

Supervisors will assess leave requests based on operational needs but should not unreasonably deny requests.

REVISED: All professional staff will be allowed to carry a maximum vacation balance of 42 days into 2014 only.

How should the usage of DRL days be reported?

All reporting should occur in the on-line Leave Entry System in MyUAlbany. During the periods outlined above, employees should report the **date** they used DRL, by selecting DRL as the type of leave. Time Taken is to be recorded in units of 1 (regardless of the amount of leave used that day for part-time employees.) Balances will appear as 0 on MyUAlbany. However, each affected employee has time available for their use based on their employment status.

<u>*Leave Type</u>	<u>*Leave Begin Date</u>	<u>*Leave End Date</u>	<u>Time Taken</u>	<u>Family Sick</u>	<u>FMLA Leave</u>
DRL	11/27/2013	11/27/2013	1	<input type="checkbox"/>	<input type="checkbox"/>

All DRL usage will be processed after 12/31/13.