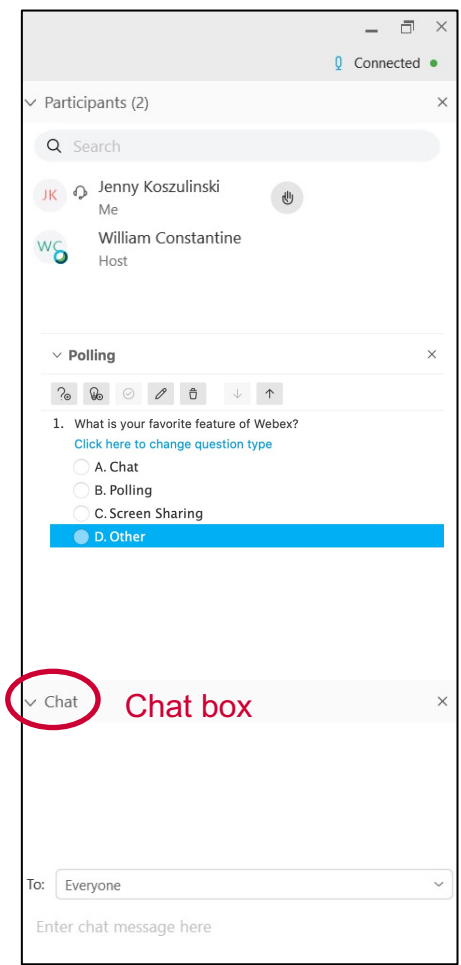


## Employee Shared Work Furlough Program General Information Session

### While We're Waiting to Begin:

1. Note: Everyone's phone will be muted during the session and will allow attendees to unmute themselves during Q&A
2. If you have joined through Webex you can unmute by clicking the red microphone button.
3. If you are joining by phone and want to ask a question, you can unmute your line by pressing \*6
4. To turn on the Chat box – find the tool bar at the bottom of the screen and click on the Chat icon





RUTGERS

UNIVERSITY HUMAN RESOURCES

CWA 1031, HPAE 5089, HPAE 5094, and URA-AFT  
Shared Work Furlough Program  
Information Session

# Agenda

- **Employee Shared Work Furlough Program Overview**
- **Benefits**
- **Filing for Unemployment**
- **Shared Work Furlough Guidance Website Overview**

## Employee Shared Work Furlough Program

The Employee Shared Work Furlough Program is a program that allows for temporary reductions in an employee's scheduled work hours and compensation to help mitigate a fiscal emergency, thereby minimizing layoffs wherever possible.

Participants in the Employee Shared Work Furlough Program are not laid off. The salaries of program participants are reduced in an amount equal to the temporary time off. As a furloughed employee, you remain in active status and your employee benefits are not affected. Participants are eligible to apply for New Jersey state unemployment benefits regardless of their residence.

# Employee Shared Work Furlough Program

## Program Summary – CWA 1031, HPAE 5089, HPAE 5094, and URA-AFT Shared Work Furlough Program

Furlough Schedule – 20% reduction in hours, one day per week.

12-month employees – 10 weeks

Start Date – 5/17/21

End Date – 7/23/21

10-month employees – 6 weeks

Start Date – 5/17/21

End Date – 6/25/21

### **Date to Apply for Unemployment – Week of 5/16/21, starting on Sunday 5/16/21**

During this period, eligible participants will receive partial state unemployment insurance benefits and \$300 enhanced federal benefits for each week that a furlough day is taken. Participants will have the full week to apply for unemployment.

# Employee Shared Work Furlough Program

## Exclusions

- Excludes employees who have participated in a Shared Work Furlough Program and taken a furlough salary reduction in FY21 provided the furlough period equaled or exceeded 10 furlough days for 12-month employees and 6 furlough days for 10-month employees
- Excludes all unit members of the Unions whose positions are funded by contracts between the university and an outside entity. This would include those employees in HPAE 5089, HPAE 5094, and whose salaries are funded through all external contracts
- Excludes employees on visas (Green card holders are not exempt from The Program)
- Excludes employees on sabbaticals, approved family and other paid leaves of absence
- Excludes employees on all leaves (unpaid, paid, intermittent)
- Excludes New Hires and Transfers into the department with effective dates during The Program

# Employee Shared Work Furlough Program

## Exclusions - *continued*

- Excludes employees with secondary appointments which disqualify them from receiving short-time benefits under The Program due to that secondary appointment:
  - Excludes anyone who currently holds or is expected to hold a Class 8 appointment from 5/16/21 – 6/25/21 for 10-month employees and from 5/16/21 – 7/23/21 for 12-month employees
  - Employees who are furloughed and are later deemed ineligible for UI benefits will be removed from The Program and made whole for wages and benefits lost for furlough days taken and for which short-time benefits were not paid solely due to the fact that the employee held secondary employment with the University
- Excludes employees whose positions are fully funded through research grants or external funding sources are exempted from furloughs

# Employee Shared Work Furlough Program

## Exclusions - *continued*

- Employees with secondary employment from a source other than Rutgers who are furloughed and are later deemed ineligible for UI benefits will be removed from The Program and made whole for wages and benefits lost for furlough days taken and for which short-time benefits were not paid solely due to the fact that the employee held secondary employment with an employer other than the University
- Excludes employees with first summer session appointments
- Excludes employees who receive additional compensation through external grants during the summer beginning in June 2021
- Excludes employees who were laid off effective June 1, 2020 and subsequently recalled/rehired shall not be required to participate in the Shared Work Program provided the layoff period equaled or exceeded 10 working days for 12-month employees and 6 working days for 10-month employees

## Exceptions

In addition to the exceptions above, an exception may be requested for employees whose positions fall under the categories of Direct Patient Care or specific mission critical and time sensitive job functions. Justification and approval by the Chancellor or SLT member will be needed.



## Benefits Overview

- Continuation of Benefits
- Life Insurance and Long-Term Disability Insurance
- Managing Retirement Accounts
- Paid Time Off

## **Continuation of Benefits**

### **How will my medical insurance coverage be impacted?**

Medical, dental and prescription drug coverage will remain active during the furlough. Changes to plans are not permitted at this time. You are responsible for the full employee contribution based on your full annual base salary.

### **What happens to my life insurance?**

Life insurance coverage continues. If you are a member of PERS, deductions will continue.

### **What is the impact on short and long-term disability?**

As an active employee you can still apply for Temporary Disability Insurance benefits through NJ Department of Labor. The Long-Term Disability benefits remain active.

# Managing Retirement Accounts

## **Will my contributions continue with my ABP account?**

Yes, the Employee (5%) and Employer (8%) contributions will continue, based on the actual earnings of the payroll period, not the annual base salary.

## **Will my contributions continue with my PERS account?**

Yes, you are eligible to continue employee contributions, 7.5% pre-tax based on your regular annual base salary, provided your actual earnings per pay period (after primary deductions) is sufficient to cover the contributions. If you have questions about how missed contributions may impact your years of service, please contact OneSource at 732-745-SERV (7378).

## **I am a PERS member, can I access the funds in my retirement account?**

Yes, please log onto the Member Benefits Online System (<https://www.state.nj.us/treasury/pensions/>) for information on loan options

## **I am an ABP member, can I access the funds in my retirement account?**

Yes, please contact your investment carrier for information on loan options:

AXA Equitable	1-866-752-0072
Mass Mutual	1-848-248-4875
VOYA Financial	1-877-873-0321
Met Life	1-800-543-2520
TIAA	1-800-842-8412
AIG (formerly VALIC)	1-800-448-2542
Prudential	1-855-652-2711

## **Paid Time Off and Tuition Remission/Reimbursement**

### **Am I entitled to earn paid time off?**

Yes, your existing vacation and sick leave accruals are not affected. In addition, you will continue to accrue vacation and sick time at your normal FTE.

### **Can I use my paid time off?**

You may still use your accrued sick, vacation, PLB, Administrative Leave (AL), Mandatory Leave (ML) days and Personal Holidays (PH) for a day you scheduled to work only.

### **Impact on Tuition Remission/Tuition Reimbursement?**

You will retain all benefits afforded to you as per your contract and/or applicable university policy.

## **Leave of Absence**

### **Can I still apply for a leave of absence if I have been furloughed?**

If you have a qualifying leave reason you may still apply for a leave of absence and the terms of your furlough will still apply.

### **If I apply for the leave and it is approved, will I still be furloughed?**

If you are approved for a leave of absence, you will be exempt from participating in the remaining duration of the Shared Work Program.

### **If I am currently on a leave, will I still participate in the shared work furlough program?**

No, you will not participate in the shared work program and will receive a furlough exemption letter from your department.

# Filing for Unemployment

- Information You Should Gather Prior to Applying
- Tips for Completing the Unemployment Application
- After You Complete the Unemployment Application

# Filing for Unemployment

## INFORMATION YOU SHOULD GATHER PRIOR TO COMPLETING THE UNEMPLOYMENT APPLICATION

- Your start date at Rutgers University
  - Please go to [myRutgers portal](#), My Dashboard, My Paycheck, Compensation History, Salary History. Hire date is the last line of your salary history.
- Gross earning you have received from Rutgers for the past 12 months **This information may or may not be asked on the application.**
  - Please go to [myRutgers portal](#), My Dashboard, My Paycheck, Compensation History, Salary History. The exact amount will be verified by Unemployment.
- Additional information required for the application can be found on the NJDOL's website  
here: <https://myunemployment.nj.gov/labor/myunemployment/before/about/howtoapply/infoneeded.shtml>

# Filing for Unemployment

## **OUT-OF-STATE DRIVERS LICENSE**

Participants who do not have a New Jersey Driver's license, must file your claim via the telephone system to verify your identity. Due to the rise in fraudulent unemployment claims and increased security measures taken by the NJDOL, participants with an out-of-state driver's license must speak to a live agent. We understand phone lines are extremely busy due to high call volume, but please continue to call. They're open weekdays (excluding holidays) from 8AM to 3:30PM.

The Regional Call Center phone numbers are listed below:

- North New Jersey: 201-601-4100
- Central New Jersey: 732-761-2020
- South New Jersey: 856-507-2340
- Out-of-state claims: 888-795-6672 (you must call this number from a phone with an out-of-state area code)



# Filing for Unemployment

## NJ UNEMPLOYMENT APPLICATION PROCESS – ONLINE ACCOUNT

- Furloughed employees should fill out the unemployment claim application online at: <https://myunemployment.nj.gov/>
- Go to “FILE A CLAIM” in the blue banner at the top of the screen. If you currently do not have an online account, or have not had one in three years, please select “New users register here” to create an online account and complete your application. If you have an existing online account, please select “Existing users log in here” to complete your application.
- If you have trouble creating an online account or any other unemployment questions, we urge you to [contact the NJDOL through their online email form](#) where you will be asked to complete contact information, select the category that most closely applies to your question, and explain your issue.

# Filing for Unemployment

## HELPFUL TIPS AS YOU COMPLETE THE APPLICATION

Please be advised that if your computer is idle for 30 minutes or more, your session will "time out" and all your claim information will be lost. If you exit for any reason before completing the application, all your information will be lost.

### Step 2 Personal Information

- Provide your main occupation, list key words in the job description, and then click the search button. You must select an occupation from the prepopulated list that best matches your occupation. If none of the results match, explain in detail your job duties and click the search button again for new results.

### Step 3 Eligibility Information

- "How do you wish to receive your Benefit Payment?"
  - The payment method chosen on the unemployment claim application, Debit Card or Direct Deposit, will be the payment method used for Shared Work benefits. For direct deposit, you will need to enter your account information.
  - **For Phone Applicants:** - The NJDOL agent will not be able to process your direct deposit information over the phone. You will need to [Check Your Claim Status](#) and ensure that it has moved to "Filed" and then create an online account (see previous slide) to enter your direct deposit information.

# Filing for Unemployment

## HELPFUL TIPS AS YOU COMPLETE THE APPLICATION

### Step 3 Eligibility Information – *continued*

- “Are you currently receiving a pension?”
  - Answer “No” as you are contributing to your pension/retirement account, but not receiving a pension payment because you are not retired. If you are receiving a pension payment from a previous employer, you do need to report it on the application.

# Filing for Unemployment

## HELPFUL TIPS AS YOU COMPLETE THE APPLICATION

### Step 4 Employment Information

- Rutgers University NJ will be prepopulated under “On-File Employment”. Please note that the information listed including the mailing address of Cooperative Ext Ser, c/o Corporate Cost Control from Londonderry, NH is correct.
  - **For Phone Applicants** – Please provide the following information for the Employer Address:
    - Rutgers University NJ
    - C/O Corporate Cost control
    - P.O. Box 1180
    - Londonderry, NH 03053
- “Work Location”
  - Enter your campus building address and phone number

# Filing for Unemployment

## HELPFUL TIPS AS YOU COMPLETE THE APPLICATION

### Step 4 Employment Information - *continued*

- “What was the last day you worked for this employer?”
  - Select “5/15/21”. Your Program begins on 5/16/21 so the date selected should be prior to 5/16/21.
- “Are you still employed by this employer?”
  - Select “Yes” and choose “Reduction in Hours by Employer” from the dropdown menu
- “Please select the reason for separation from this employer”
  - Select “Business Closed/Hours Reduced – COVID-19 Related” from the dropdown menu
- You will be asked to “provide further explanation below”
  - Please type “Rutgers Shared Work Furlough Program” in the freeform field
- “Do you expect to be recalled by this employer?”
  - Please select “No”
- Are you a member of a union?
  - Please select "Yes" and include the name of the union and the local number (CWA 1031, HPAE 5089, HPAE 5094, or URA-AFT 1766)
- “Union hiring hall information, including local number and address (if you get work through a union)”
  - Please select “No”

# Filing for Unemployment

## HELPFUL TIPS AS YOU COMPLETE THE APPLICATION

### Submitting the Unemployment Application

- On the last page of the application, it will ask you to “click the submit button to certify your entries”
  - **This button is to submit your application to the NJDOL, not to “certify for weekly benefits.” You must click this button to complete the application process.**

# Filing for Unemployment

## \*\* VERY IMPORTANT ADDITIONAL INFORMATION FROM THE NJDOL \*\*

- **Regardless of any communication you may receive from the New Jersey Department of Labor, you MUST NOT CERTIFY online or by telephone during the Shared Work Furlough Program.** Only the claim application needs to be filed. You may receive general information emails about how to certify for Unemployment benefits, but that is standard informational material sent to anyone who has filed an unemployment claim and does not apply to the Rutgers Shared Work Furlough Program. **Do not certify for weekly benefits while in the Shared Work program even if you receive a communication that there is a weekly requirement certifying you are “ready and actively seeking work”.** Certifying will cause Unemployment errors and payment delays so please **DO NOT CERTIFY**. Benefits will be paid by NJDOL using the application/information that has been supplied.
- **Due to the number of the unemployment claims being filed and processed, state unemployment benefits may be delayed.**

# Filing for Unemployment

## SUPPLEMENTAL \$300 WEEKLY BENEFIT

- A COVID-19 relief package was passed into law on March 11, 2021, and among other pandemic relief measures, will provide an additional \$300 per week in federal funding for enhanced unemployment benefits through the Federal American Rescue Plan program for the weeks of March 14, 2021, to September 4, 2021.
- The timing of the CWA 1031, HPAE 5089, HPAE 5094, and URA-AFT Shared Work Furlough Programs will coincide with the Federal American Rescue Plan program so that eligible participants will receive the supplemental \$300 weekly benefit throughout the entire Shared Work Furlough Program.
- **You do not need to certify weekly to receive the \$300/week.** Your Unemployment Insurance application will initiate the \$300 payment.
- It is important to note that the \$300 stimulus is a separate payment, there may be delays in receiving the payment, but all payments will be retroactive payments to the start of the furlough program.



# Filing for Unemployment

## Checking Your Claim Status

Please note that only NJDOL can provide information regarding the status of your Unemployment Insurance claim and general timeframes for payment of claims. OneSource is unable to check the status of your Unemployment Insurance claim or when you will receive your Unemployment Insurance payment.

### HOW DO I CHECK THE STATUS OF MY CLAIM?

To check Unemployment claim status, please go to <https://lwdwebpt.dol.state.nj.us/ClaimStatus/claimStatus.htm>

You will be asked to enter your social security number, date of birth, and the email address on file with the NJDOL. Click “Enter” and “My Unemployment Insurance Claim Status” will appear below. Information is updated every evening and may take up to 24 hours to reflect recent claim activity.

For more information on claim status explanations please visit the [CWA 1031, HPAE 5089, HPAE 5094, and URA-AFT webpage under Unemployment Instructions and Resources](#)

# Filing for Unemployment

## YOU MAY RECEIVE THE FOLLOWING COMMUNICATIONS FROM THE NJDOL

### **BC9 – Unemployment Insurance Instructions and Appointment Notice**

This form contains instructions on how and when to claim your benefits. It also includes a list of any upcoming appointments.

- **No action is required.** You will **not** be certifying to claim your unemployment benefits online or by telephone during the Shared Work Furlough Program.

### **BC3C – Notice to Claimant of Benefit Determination**

If you have had any employment in New Jersey during the period of time used to calculate your benefits, you will receive this form either in the mail or through the email you used to create your online account with the NJDOL.

- **No action is required.** You will **not** be certifying to claim your unemployment benefits online or by telephone during the Shared Work Furlough Program.

# Filing for Unemployment

## YOU MAY RECEIVE THE FOLLOWING COMMUNICATIONS FROM THE NJDOL

### BC326 – Claimant’s Statement for Issue Clarification

If the NJDOL needs to gather additional information from you regarding your claim, they may send a questionnaire. Once the NJDOL receives the information from you and your employer (if needed), they will make a determination on your claim.

- **Action Required: You must complete the information being requested.** If possible, please indicate you are part of the Rutgers Shared Work Furlough Program.


### E-Adjudication Issue Clarification Questionnaire

If the NJDOL needs to gather additional information from you regarding your claim, they may send an email with a secure link to an online questionnaire.

- **Action Required: You must complete the information being requested.** If possible, please indicate you are part of the Rutgers Shared Work Furlough Program.

# CWA 1031, HPAE 5089, HPAE 5094, and URA-AFT Shared Work Furlough Guidance

<https://uhr.rutgers.edu/layoff-resources/shared-work-furlough-program-CWA-HPAE-URA-AFT>

Rutgers Home | New Brunswick | RBHS | Newark | Camden 

**RUTGERS**  
University Human Resources

UHR Home   Claiming Unemployment ▾   Layoff Guidance ▾   Shared Work Furlough Guidance ▾   Wellness Support

Career and Employment Services

**LAYOFF RESOURCES**

- Layoff Information Session
- New Jersey Division of Unemployment Insurance
- Shared Work Furlough Gross Income Estimator

**NEED TO SPEAK TO A REPRESENTATIVE?**

If assistance is needed for guidance through the layoff process, contact the OneSource Rutgers Faculty and Staff Service Center at 732-745-

## Rutgers Shared Work Furlough Program for CWA 1031, HPAE 5089, HPAE 5094, and URA-AFT Commencing on May 16, 2021

This is to announce the implementation of the Rutgers Shared Work Furlough Programs for CWA 1031, HPAE 5089, HPAE 5094, and URA-AFT (The Program). The Program will commence on May 16, 2021 and conclude on July 23, 2021 for 12-month employees and commence on May 16, 2021 and conclude on June 25, 2021 for 10-month employees.

### BACKGROUND:

As part of the Fiscal Emergency Memorandum of Agreement (FEMOA), CWA 1031, HPAE 5089, HPAE 5094, and URA-AFT shall have their salary and regular workweek reduced by 20% (1 day per week) for a total of ten (10) consecutive weeks for 12-month employees (6 weeks for 10-month employees). Please note The Program is subject to New Jersey Department of Labor (NJL) approval. While we do not have an exact timeline for review and approval of The Program, we have been working very closely with the NJL and are hopeful that we will receive

## Questions

Please type your questions in the Chat box to ask your question. We will also allow participants to unmute themselves once we get through the chat questions

If assistance is needed for any of the information covered during the session, contact the **OneSource Rutgers Faculty and Staff Service Center at 732-745-SERV (7378).**

