

Faculty Workshare Furlough FAQ #3

Filling out the Initial Workshare Claim form.

All faculty: Fill out Page 1, including your original start date at Lane. If Lane CC is your only employer and if you have not had any previous employer in the past 2 years, skip to the bottom of page 2 and sign and date. Then send your form to workshare@lanecc.edu. This is the Lane HR email specifically designated for these forms.

Faculty with other jobs in addition to LCC: Page 2: If you have an additional job in addition to your employment at Lane CC and/or have worked somewhere else in the previous two years, fill out Page 2. Contracted faculty who have another job in addition to LCC must submit weekly forms during the weeks of the furloughs. When contracted faculty who have another job in addition to LCC submit their weekly forms during the weeks of the furloughs, they should send page 2 of the initial claim form with the information for their other employer for the week in which they have furlough days (week of 6/8-6/12, 7/13-7/17, 7/20-7/24) **directly to Aneita Grogan at grogana@lanecc.edu**

10-month pay schedule: Faculty members paid on the 10-month per year plan DO need to change to 12-month payment plans.

Turn in Initial Claim Form to HR at workshare@lanecc.edu. The initial claim form only needs to be turned in to HR and not also required to be turned in by the faculty member to Workshare or OED. Send to workshare@lanecc.edu

Eligibility: FT faculty employed for 6 months or more are eligible for Workshare with some exceptions (e.g., faculty on medical leave, retiring faculty, temporary faculty). HR is working on a list of ineligible faculty.