

Workshare Furlough FAQ #4

Important reminder for all contracted faculty -- Please remember to submit the required initial claim form to workshare@lanecc.edu as soon as possible. The deadline is Friday. LCCEA volunteers will begin contacting individual faculty who have not yet submitted forms as of Wednesday.

When will the furlough day reductions for contracted faculty come out of salary?

The reductions will come out of 20-21 salaries and be spread across the year. This will begin in September.

What if I am on FMLA or otherwise ineligible for Workshare?

Any contracted faculty member who is on approved leave or who is otherwise ineligible for Workshare will have a 3 furlough day salary reduction instead of 6 days.

What if I am a contracted faculty member and I have another job outside of LCC?

Contracted faculty members who have another job and who are otherwise eligible for Workshare will have to **submit claim forms three times, one per week of furloughs** (this week, the week of July 13, and the week of July 20). Please send this to workshare@lanecc.edu.

What if I cannot do the furlough days on the scheduled day due to critical activities scheduled (e.g. student activity, search committee interview, etc.)?

Please email workshare@lanecc.edu to let HR know when you are scheduling the furloughed time instead. The furloughed time must equal 16 hours per week the weeks of June 8, July 13, and July 20 for all contracted faculty. The 16 hours furloughed time is required for each of these three weeks.

What if I am contracted faculty with paid summer work (e.g. CD funding)?

Be sure to not work and to not record extra hours during the wks of June 8, July 13, and July 20.

What if I am a contracted faculty member with paychecks for 10 mos. per year instead of 12?

Contracted faculty on 10-month pay schedule must change to 12-months in order to be eligible for Workshare reimbursement. 2020-2021 Salary for contracted faculty members in this circumstance will begin in July. You should have received an email from Adrienne Mitchell about this. Please email Aneita Grogan as soon as possible to change your pay plan to 12 months in order to be eligible to receive Workshare reimbursements.

What should I tell students if I am a contracted faculty member with furloughs this week?

Please be sure to clarify the impacts in your own classes so that students know what is expected. Also, please remember that part-time faculty do not have furloughs, so messages should be limited to your own classes. Suggested messaging follows:

Full-time faculty at LCC have the equivalent of two furlough days this week when faculty are not be available to connect with students. This furloughed time will help save LCC about \$1.25 million to help protect programs and services for students next school year, when there will be budget impacts from the pandemic. In our class, this means ... Please note: this does not impact all classes at LCC.

Do I need to complete the Workshare form if I am currently a temporary faculty member who will be part-time next year?

No.