



“Linking Citizens of Louisiana with Opportunities for Success”

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER

Ashford O. Williams Hall
 P. O. Box 10010
 Baton Rouge, LA 70813
 (225) 771-2242
 (225) 771-2861 Fax
 www.suagcenter.com

EXTENSION PROGRAMS

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To: Faculty, Staff, and Administrators

From: Leodrey Williams, Chancellor

Re: Furlough Implementation Policy

The Southern University Agricultural Research and Extension Center’s policy on Employee Furlough has been approved by the SU Board of Supervisors.

A. PARTICIPANT ELIGIBILITY:

The plan will include mandatory furloughs for all employees, except:

- Classified employees, and employees earning \$30,000 and less annually;
- Tenured faculty;
- Contract employees, those fully funded (100%) restricted grant positions, and
- Employees on H-1B or other visas as designated by federal law;
 This does not preclude voluntary participation from any of the above (except those on H-1B or other federal visas).

B. FURLOUGH PLAN:

The Chancellor consulted with his executive council as well as appropriate faculty and staff in the development of this furlough plan.

The Plan is divided into two (2) components as follows:

- **Category I** - Employees earning \$75,000 and above annually will be furloughed for 9 days (an average of 1.8 days per month) for the period February 1, 2010 –June 30, 2010.
- **Category II** - Employees earning between \$30,001 and \$74,999, will be furlough for 6 days (an average of 1.20 days per month) for the period February 1, 2010 –June 30, 2010.

Category I		Category II	
Dates	Hours	Dates	Hours
February 5 or 8, 2010	8	February 5 or 8, 2010	4
February 15, 2010	8	February 15, 2010	8
March 1 or 5, 2010	8	March 1 or 5, 2010	8
March 22 or 29, 2010	8	March 22 or 29, 2010	4
April 1 or 5, 2010	8	April 1 or 5, 2010	8
April 16 or 19, 2010	8	May 10 or 28, 2010	8
May 7 or May 10, 2010	8	June 4 or 7, 2010	8
May 28, 2010	8		
June 4 or 7, 2010	8		
Total Hours	<u>72</u>	Total Hours	<u>48</u>

C. IMPLEMENTATION

1. The furlough shall be conducted in a manner that strives to ensure continuation of essential services with minimal interruption to the institution, particularly with respect to the maintenance of essential services to ensure that the citizens of Louisiana are serviced timely.
2. The following days will be observed as the furlough schedule for employees in each of the referenced categories. The days that are assigned as unpaid furlough days for each employee, as applicable, will be determined by their supervisors and issued to the employee. The completed and signed furlough schedules will be filed with the Office of Human Resources for monitoring and payroll purposes.

Employee and employer contributions for insurance and retirement programs will continue to be deducted during regular payroll cycles and will be governed by the guidelines of the Office of Group Benefits and the retirement systems. Employees enrolled in Teachers' Retirement System of Louisiana or an Optional Retirement Plan must timely complete, sign, and submit the **required Form FBR – Option to Continue Contributions during Time of Furlough without Pay** to the Office of Human Resources to continue to pay your full retirement contributions during the time of your furlough. Annual and sick leave will accrue at your regular rates based on hours worked during the pay period. The Office of Human Resources will provide information and assistance as needed on request.

No employee will be allowed to work on a scheduled furlough day without having received written permission in advance. Permission can only be granted by the Chancellor and it must be requested by the supervisor and approved, in writing, in advance of the date on which the employee is to report for work. If an employee is required to work on a scheduled non-paid furlough day, the supervisor must submit a new furlough day to be observed by the employee. **Failure to observe these provisions will result in sanctions being imposed on any employee who reports to work without prior written permission and any supervisor who allows a furloughed employee to report to and remain at work on a scheduled non-paid furlough day.**

Furlough days are to be reported on the payroll as "T". The positions of employees leaving the University on whose salaries these furloughs and reductions are based will not be filled until the savings calculated by this action are realized and written approval is granted by the Vice Chancellor for Finance and the Chancellor.

This action is taken as a lay-off avoidance measure as the Ag Center implements the budget cuts that have been mandated. In assigning the days on which each employee will be furloughed without pay, supervisors must be mindful of the need to maintain the effective and efficient operation of the office/department and to provide high quality services.

Supervisors and employees with questions regarding this Memorandum should contact the Office of Human Resources.

**SOUTHERN UNIVERSITY SYSTEM
SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER
BATON ROUGE, LOUISIANA**

MANDATORY FURLOUGH CATEGORY I

Employee's Name: _____ SSN/EID: _____

Position Title: _____ Department: _____

Salary: \$ _____ (Monthly/Biweekly) Supervisor: _____ Date: _____
Please circle *Please Print*

CATEGORY: _____ Total Furloughed Hours Required: _____

Date Transmitted to HR _____ Received by: _____

Your mandatory furlough schedule is as follows:

Day of Week	Date	Total Hours	Furlough Hours
Friday	February 5, 2010	8 hours	
Monday	February 8, 2010	8 hours	
Monday	February 15, 2010	8 hours	
Monday	March 1, 2010	8 hours	
Friday	March 5, 2010	8 hours	
Tuesday	March 22, 2010	8 hours	
Tuesday	March 29, 2010	8 hours	
Thursday	April 1, 2010	8 hours	
Monday	April 5, 2010	8 hours	
Friday	April 16, 2010	8 hours	
Monday	April 19, 2010	8 hours	
Friday	May 7, 2010	8 hours	
Monday	May 10, 2010	8 hours	
Friday	May 28, 2010	8 hours	
Friday	June 4, 2010	8 hours	
Monday	June 7, 2010	8 hours	

TOTAL HOURS: _____

Employee: _____ Supervisor Signature: _____
Signature / Date *Signature / Date*

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BATON ROUGE, LOUISIANA**

MANDATORY FURLOUGH CATEGORY II

Employee's Name: _____ SSN/EID: _____

Position Title: _____ Department: _____

Salary: \$ _____ (Monthly/Biweekly) Supervisor: _____ Date: _____
Please circle Please Print

CATEGORY: _____ Total Furloughed Hours Required: _____

Date Transmitted to HR _____ Received by: _____

Your mandatory furlough schedule is as follows:

Day of Week	Date	Total Hours	Furlough Hours
Friday	February 5, 2010	4 hours	
Monday	February 8, 2010	4 hours	
Monday	February 15, 2010	8 hours	
Monday	March 1, 2010	8 hours	
Friday	March 5, 2010	8 hours	
Monday	March 22, 2010	4 hours	
Monday	March 29, 2010	4 hours	
Thursday	April 1, 2010	8 hours	
Monday	April 5, 2010	8 hours	
Monday	May 10, 2010	8 hours	
Monday	May 28, 2010	8 hours	
Friday	June 4, 2010	8 hours	
Monday	June 7, 2010	8 hours	

TOTAL HOURS: _____

Employee: _____ Supervisor Signature: _____
Signature / Date Signature / Date