

## COVID Financial Mitigation Measures: UPG Team Member Q +A

### Terminology, Categorization & Eligibility:

What is the difference between *furloughs*, *schedule adjustments* and *layoffs*?

*Furloughs* and *schedule adjustments* are alternatives to *layoffs* in that they allows an employer to require employees work fewer hours, and offer continuation of benefits through this period. A *layoff* is a complete separation from payroll, with continuation of certain benefits usually through COBRA.

- **Furlough:** Full reduction to an employee's standard work schedule. During a full furlough, the employee's work schedule is reduced to 0 hours per week and the employee will not receive compensation.
- **Schedule Adjustment (Reduced Hours):** Partial reduction to an employee's standard work schedule. The employee will receive compensation based upon the employee's reduced work schedule.

How are furloughs and schedule adjustments handled differently for *exempt* vs. *non-exempt* employees?

An exempt UPG employee who is furloughed will experience their furloughed time on a weekly basis, pursuant to the Fair Standards Labor Act. Exempt employees **must** not work *for any time* during the week(s) that they are furloughed.

Non-exempt UPG employees may be furloughed in full or experience schedule adjustment which allows them to have flexibility in work hours/days based upon the percent of time they are reduced at the discretion of their manager.

- *To determine your exempt/non-exempt status:* From your homepage in Workday click on your profile picture and View Profile. Under Compensation Tab you will see your grade level and Exempt / Non Exempt Status.

How will APP schedules and compensation be affected during this period?

All questions regarding APP scheduling and compensation should be directed to the APP's department chair, department administrator, or manager.

### Redeployment and Employment with Other Agencies:

Is there opportunity for employees experiencing furlough or schedule adjustment to temporarily work in other departments that have need during this period?

No, the UVA COVID Staffing Center is standing down as there are no longer needs for redeployment.

Can employees experiencing furlough or schedule adjustment take a "travel" position through another agency?

Any travel considerations need to be discussed with an employee's manager, particularly as it related to working for another agency.



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### Use of PTO during furlough or schedule adjustment:

**Can employees use Paid Time Off and enter PTO in Workday during furlough or schedule adjustment periods?**

Yes. Please see attached 'Reduced Schedule Entry Tip Sheet'.

**How will PTO accruals be affected during this time?**

Please see attached 'Reduced Schedule Entry Tip Sheet' for information regarding PTO accruals.

**Can employees use PTO to supplement partial days during their furlough period? For example, can a furloughed employee work 4 hours a day and take 4 hours PTO, instead of having to take 1 week furlough PTO?**

If you are an exempt employee experiencing furlough, according to FLSA guidelines you must take time off in weekly increments of full furlough.

**Can employees use PTO in less than full-day increments?**

Non-exempt (hourly) employees experiencing schedule adjustment can use PTO as needed in as little as one-hour increments.

**Is there a way to "borrow" from future PTO to use during this time?**

Unfortunately this is not a possibility.

**Can PTO be donated to other team members?**

UPG cannot authorize PTO donations during this time according to current policy.

**Will UPG have its 40 hour PTO payout later in the year as has historically occurred?**

No. UPG has suspended the PTO payout for this year. *However, employees will be allowed to rollover 40 hours in addition to their annual accrual.*

**If an employee uses PTO while on furlough or schedule adjustment, but has planned vacation or other leave time in the future, can they take the future time off as unpaid leave?**

In this case, the employee should save enough PTO to cover the future leave, and not use it to supplement during furlough or schedule adjustment. Unpaid leave for planned vacation (or other planned use) will not be granted.

**What are the guidelines for physicians with regard to use of PTO during furlough?**

Physician guidelines for PTO use should be discussed with the department chair, administrator or regional manager.

### Other Leave & Holidays:

**How will staff currently on Administrative leave be impacted by these changes?**

Information regarding Administrative Leave can be found on the UVAHR COVID Schedule Adjustments FAQs [here](#).



Any type of administrative leave or paid continuity using the administrative leave code for UPG will be discontinued effective May 3 and subject to the impact of the furlough and schedule adjustment measures in place.

**What if an employee becomes COVID-positive while on furlough?**

Employees who test positive for COVID while furloughed may use COVID-19 related leave.

**Can employees use banked Reserve Leave?**

Reserve leave will continue to be available only to supplement short-term disability and extended bereavement.

**What happens to employee on FMLA, STD and Paid Parental Leave?**

Current leave will continue as approved. New claims for these leave types would be submitted as usual.

**What is the time we are seeing with heading of "State Public Health Emergency Time off" and "UVA Health-Emergency Paid Sick?"**

Specifics pertaining to these and other COVID-19 leave options can be found at <https://hr.virginia.edu/covid-19/managing-leave-during-covid-19>

**How will this impact observed UPG holidays?**

Employees on partial schedule adjustments will receive full holiday pay. Furloughed employees are not eligible for holiday pay.

**Benefits: Health, Dental, Vision and Supplemental Life**

**Will health insurance benefits continue for UPG employees?**

UPG will ensure that health plan premiums are paid and there is no disruption to coverage or eligibility for the employee and dependents.

**How are the employee premiums affected by schedule adjustment or furlough?**

Employees experiencing schedule adjustment will have all benefit premiums deducted from their pay as usual (health, dental, vision and supplemental life). If the employee net pay during this period does not cover the employee *health insurance* premium, that *health insurance* premium will be adjusted so that it does not go into arrears. *Health insurance premiums for employees on full furlough will be reduced fully so that the employee maintains coverage without having to pay a premium. Dental, vision and supplemental life insurance benefits will not be adjusted according to employee pay, and will go into arrears or may be waived during this period.*

**Will employees with dental, vision and supplemental life insurance benefit premiums in arrears have to repay this all at once?**

No. With regard to *dental, vision and supplemental life insurance benefits which – unlike health insurance benefits – are subject to arrears*: The standard arrears payment arrangement is 50% of the arrears amount is repaid over two pay periods. However, if this proves to be a financial hardship for the employee, UVA payroll and UPG benefits specialists will work with the employee to establish a more favorable repayment schedule.



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**Will insurance premiums change based on the percentage of one's actual work effort or if furloughed?**

No, employee premiums will not change *except in the case of health insurance premium coverage as outlined above.*

**Can employees waive or change health, dental, vision or FSA benefit elections while experiencing schedule adjustment or furlough?**

Yes, employees can waive or change benefit elections within 30 days of partial schedule adjustment or furlough start date.

**How will this impact open UPG's benefits open enrollment period?**

Open enrollment will occur as planned from May 25-June 5. Employees should make their benefit selections based on their anticipated needs as of July 1, 2020. Enhanced communications will be sent to employees' home addresses to ensure all necessary information is received and in a timely manner. Employees without internet access will be provided paper enrollment forms.

**How will June re-enrollment work for employees who are 100% furloughed?**

Open enrollment for furloughed employees will be the same as for other team members. The only difference may be that a paper enrollment/change form will be required for those without internet access. We are working to identify these cases and take proactive measures to ensure that these employees have necessary access to re-enrollment processes.

**Has the amount allowed to be carried over changed for employee Flex Spending Accounts?**

No. Only \$500 will rollover into the new plan year, however the CARES act did expand the list of eligible expenses. For more information please go to [www.mcgriffinsurance.com](http://www.mcgriffinsurance.com) and log into your account.

### Retirement Benefits & Contributions

*Discretionary, Retirement Investment Account (RIA) employer contributions will be reduced to BY 4% for all employees from May 3 through July 25, 2020.*

**Can an employee stop 401k contributions during the furlough and restart when furlough has ended?**

Yes, employees can make changes to their 401k contributions directly through the TIAA website ([www.tiaa.org/upg](http://www.tiaa.org/upg))

**How will employee BEST plans benefits be impacted?** Life insurance and retirement / investment contributions are not impacted.

**How does the CARES Act affect employee 401k plans?**

UPG has adopted the CARES ACT provisions that allow for various distribution/withdrawal and loan options. For information on how these changes impact your account, please refer to the attached information sheet or contact TIAA at (800) 842-2252 or by logging into your account at [www.tiaa.org/upg](http://www.tiaa.org/upg).

**Is it possible to have payroll deductions for TIAA loans suspended during the furlough?**



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There are options for loan repayment for all individuals who have been impacted by COVID-19. Please contact TIAA directly for specific information. TIAA at (800) 842-2252 or by logging into your account at [www.tiaa.org/upg](http://www.tiaa.org/upg)

### Wellness & Misc. Benefits

#### **How is the BeWell program affected?**

The BeWell program and its benefits will continue. However, the \$500 incentive payment scheduled for July 2020 will not be paid. As we get closer to the end of the calendar year, a decision will be made regarding the second \$500 reward payment. The Be Well management and advocates welcome your continued participation in the program.

#### **How will Cavalier Computers deductions be handled?**

For employees experiencing schedule adjustment, your Cavalier Computers deduction will be taken if there is enough pay to cover. If this poses a financial hardship, they may be able to offer you a repayment plan. Contact Teresa Freix (434-924-1077) or at Cavalier Computers directly at (434) 924-3475.

#### **Will payroll-deducted payments to Liberty Mutual be impacted?**

If on schedule adjustment, and there is enough pay to cover the employee premium, the deduction will be taken as usual. Unpaid premiums whether in part or full will not be moved into arrears. Therefore, for employees whose adjusted net pay will be sufficient to cover, or for those on furlough and not using PTO, please contact Liberty Mutual directly at the Charlottesville office (434) 973-0225 to make payment arrangements.

#### **When will ACAC membership dues start up again?**

UPG has suspended ACAC membership dues deductions at the instruction of ACAC. Until there is notice from ACAC to restart, this will continue as is. If you have any questions regarding your ACAC membership or payment of dues, please contact ACAC at (434) 984-3800.

#### **Will the Bright Horizons back up care benefit be extended beyond May?**

We are currently in conversations with Bright Horizons to extend the CRISIS care beyond May, and hope to have confirmation before the current May 15<sup>th</sup> program end date.

### Unemployment Benefits

*All employee questions related to unemployment benefits, including the impact of PTO on unemployment, should be addressed directly with the Virginia Unemployment Commission: <https://www.vec.virginia.gov/>*