

Morgan Informant

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Temporary Salary Reduction/Furlough Plan Authorized by the Board of Regents

On Tuesday, November 3, 2009, the Board of Regents authorized a temporary salary reduction/furlough plan for employees to meet the MSU savings requirement of \$1.66 million.

Both regular and contractual faculty and staff will be required to take furlough days according to the following **schedule** and **provisions** as provided below.

As part of the furlough plan, the University has identified 3 days that the University will be closed, namely:

CLOSINGS

✚ **Friday, November 27, 2009.** (The holiday previously scheduled for this date will be taken on December 22, 2009)

✚ **Wednesday, December 23, 2009**

✚ **Wednesday, December 30, 2009.** (The University holiday previously scheduled for this date will be taken on December 21, 2009).

Salary Schedule	Days
Under \$30,000	2 days
\$30,000 to \$39,999	3 days
\$40,000 to \$49,999	5 days
\$50,000 to \$59,999	6 days
\$60,000 to \$69,999	7 days
\$70,000 to \$79,999	8 days
\$80,000 to \$99,999	9 days
\$100,000 or more	10 days



Relaxing on a Furlough Day is Wonderful!

Furlough may be taken in 4 hour increments, but no more than a total of 8 hours, within a calendar week. During the pay week (Wednesday to Tuesday) in which a furlough day is taken, the employee is not allowed to work more than forty hours. Therefore, there *should* be no overtime or compensatory time earned during the pay week in which the furlough occurs.

Requirements of the Furlough Plan

- ❖ Those employees required to take only 2 days of furlough **MUST** use accumulated leave or leave without pay for Wednesday, December 23, 2009.
- ❖ Employees required to take more than 3 days **MUST** take those additional days between November 4, 2009 and June 1, 2010. No employee shall take or be asked to take more than 1 day (8 hours) or less than ½ day (4 hours) of furlough within the same calendar week. Time sheets should reflect when furlough hours are taken.
- ❖ Employees will provide at least 3 days notice before taking a furlough day.
- ❖ Overtime worked during the furlough period (under extenuating circumstances) shall be paid at the regular employee hourly rate.

Deductions Taken from Salary

- ❖ The total wages associated with the required furlough days to be taken shall be deducted in equal amounts over 16 pay periods, starting with the pay date of November 11, 2009 through the pay date of June 9, 2010.
- ❖ Part-time contractual employees will be furloughed for the three (3) days the University will be closed.
- ❖ Full-time contractual staff will be furloughed based on the annual salary schedule. Deductions will be taken in the pay period in which the furlough is taken
- ❖ Deductions for contractual staff will be made in the pay period in which the furlough falls, and there will be no spreading of these deductions.

Exemptions from Furlough

- ❖ *Excluded from the furlough plan* are staff working 24/7 operations, graduate assistants, student employees, part time contractual staff, part time adjunct faculty, and employees on a H1B-Visa.
- ❖ *Employees on an approved Family Medical Leave* will not be subject to the furlough plan during the approved leave period.
- ❖ Employees excluded from the plan or employees required to take less than three (3) days of furlough must use accrued leave or leave without pay on the days the University is closed.
- ❖ There will be no reduction of regular employee benefits including retirement, health or leave benefits during the furlough period.

Faculty Provision for Furlough

- ❖ Full-time regular and annual contractual faculty will be furloughed based on the salary schedule.
- ❖ Faculty will be furloughed on the following days depending upon salary:
 - ✓ **3 days** - November 27, 2009, December 23, 2009, and December 30, 2009
 - ✓ **5 days** - November 27, 2009, December 17, 2009, December 18, 2009, December 23, 2009 and December 30, 2009.
- ❖ Furlough days of **6 days to 10 days** will be taken during the week of March 22 through March 26, 2010.
- ❖ Salary deductions will be spread out over 16 pay periods;
 - ✓ Regular faculty: Pay dates of November 11, 2009 through June 9, 2010
 - ✓ Contractual faculty: Pay dates of November 18, 2009 through June 16, 2010.
- ❖ Faculty members employed on a H1B-Visa and part time adjunct faculty are not subject to the temporary salary reduction/furlough plan.

Family Medical Leave Act (FMLA) Updates

Attention Directors and Supervisors! The Office of Human Resources Needs Your Help.

The University is required to provide each employee with FMLA forms when the employee may be absent from duty for more than three days due to medical reasons for either self or an eligible family member. Your assistance is needed to alert OHR when the employee has been out or has advised you that he/she will be out due to a FMLA eligible event.

PROPER FMLA DOCUMENTATION

The Office of Human Resources is urging employees and supervisors to complete FMLA forms properly. This ensures that the forms processing procedures are not impeded by incomplete or incorrect information.

FMLA Period of Absence

The FMLA law entitles eligible employees to an absence of up to 12 workweeks of unpaid leave in any 12 month period. Appropriate paid leave, earned or accrued by the employee, may be substituted for the unpaid leave.

The Family Medical Leave Act requires employers to grant job-protected leave to eligible employees for any of the following reasons:

- The birth of a child, and to care for the newborn child;
- The placement with the employee of a child for adoption or foster care;
- Necessary care for the employee's spouse, child or parent with a serious health condition, or an adult child

who cannot care for himself or herself.

- A serious health condition that makes an employee unable to perform the functions of the employee's job.
- The FMLA also entitles an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member to care for a member of the Armed Forces, who is undergoing medical treatment, recuperation or therapy.

APPLICATION INFORMATION

Required FMLA Forms

The University is required to provide each employee with FMLA forms when the employee may be absent from duty for more than three (3) days due to medical reasons.

Health Benefits

An absence under FMLA could be either paid or unpaid leave. Should the leave be unpaid, group health insurance continues only as the employee continues to pay the employee's share of the premium. Should a contractual employee have health insurance, it continues only as the full premium is paid by the employee. *Contact the OHR to arrange payment of premiums.*

When To? Employees MUST provide 30 days advance notice before a FMLA covered absence is to begin if the need is foreseeable based on pregnancy, adoption/foster care, or planned medical treatment for a serious illness of employee or family member.

How To? Complete and submit the HR-44 and HR-45 forms directly to Office of Human Resources, Rm. 100, CGW, as soon as you become aware of the need for a FMLA covered absence. Contact person: **Barbara Watkins-ext.4410.**

FMLA & Furlough Plan: Employees on an approved Family Medical Leave will not be subject to the furlough plan.

Governor O' Malley's Census 2010

The ten-year count of every American is rapidly approaching!!

Morgan is participating in Governor O' Malley's Census 2010 Outreach Campaign

Census Day is April 1, 2010, and the goal of the 2010 Census is to count all residents living in the United States with one of the shortest questionnaires in history, dating back to the nation's first census in 1790. The data gathered in the Census helps to shape future decisions for the rest of the decade about public health, neighborhood improvements, transportation, education, senior services and much more. MSU will be participating in efforts to ensure that every student and employee of the University is counted.

More information about the 2010 Census can be found at the following web addresses:

www.mdp.state.md.us/msdc/Census2010.htm or
www.census.gov.2010census.

To apply for a Census job, call toll free 1-866-861-2010 or access the web site www.jobsthatcount.org. Short-term employment with the Census will begin in January 2010 through May 2010, with most jobs lasting five to ten weeks.

Inclement Weather Procedures

In the event there is a need to close or delay the opening of the University, employees, students, and the community at large will be informed via the local television and radio stations as well as the Internet and the campus telephone message center in the following order:

The University switchboard at the main telephone number **443.885.3333** which relays messages regarding openings and closings, is the one official and the most authentic medium (Primary source of information).

The University's Radio Station WEAA-88.9 (FM) will announce delayed openings and early closings on a continuous basis.



**Winter is
Coming!!!**

The University's Home Webpage; www.morgan.edu will provide a link to access information of this nature.

The Local TV and Radio Stations; though information is reliable, you are advised to always consult the official sources.

In some instances, the University will remain open, but employees will be given the option of using Liberal Leave. "Liberal Leave" means that the employee may inform his or her supervisor that he or she will be using accumulated annual, personal or compensatory leave for the particular

day. However, "Liberal Leave" applies only to employees who have not been designated as "Essential." "Essential" employees are required to work during any official closings. Employees who are not sure of their status should contact their supervisor.

When the University is opening on time, local TV and Radio Stations will **not** make this announcement. However, this information will be made available via the switchboard on 443.885.3333 or by listening to Morgan's radio station WEAA 88.9 FM.

Please note: Morgan State University has an independent Personnel System and as such instructions or information that refers to Maryland State Employees DOES NOT apply to MSU employees.

We will attempt to make decisions for closings or delays as early as possible. Please call your supervisor or the Office of Human Resources on extension 3195 if you have any questions.

State of Maryland Suspends 401(a) Match Program

Effective July 1, 1999, the State provided a 401(a) Match to most employees' contributions to the Maryland 457, 403(b) and 401(k) supplemental retirement plans, dollar-for-dollar, up to \$600 each fiscal year. However, the 401(a) Match program has been suspended for fiscal year 2010. There will be no employer matching payments to any participants' 401(a) Match account during the period of July 1, 2009 through June 30, 2010. A FAQ fact sheet is available and explains the State of MD 401(a) Match Program, in greater detail, at the web address: <http://www.msrp.state.md.us>.

To enroll in the Maryland 457, 403(b) or 401(k) payroll savings plans, see the Benefits Coordinator in the Office of Human Resources.

Central Payroll Goes Green

In an effort to eliminate the use of printed paper, Central Payroll will no longer print and mail direct deposit pay advices effective July 1, 2010. The Payroll Online Service Center (POSC) has been available since June 2005.

Therefore, we are encouraging everyone to sign up now to obtain an electronic copy of your stub via POSC.



The Central Payroll Bureau has secure online services. This application provides employees with the following online services:

- View of current pay stub information
- View of Prior Year End pay stub information
- View & print up to 3 years of W2 information
- Ability to update Address information
- Ability to update Direct Deposit information
- W-4 Withholding changes
- Online pay stub history (12 rolling months).

Enrollment

To complete the signup process and establish a Login ID & Password, you will be required to supply the following information:

- Social Security Number,
- Date of Birth
- Agency Number & Check/Advice Number from your recent pay stub.

For more information please visit

<https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx>

Did you know?

If you have moved in the last year and have not changed your address, you will not receive your W2 in January when mailed to you. Please come to the Office of Human Resource to complete a change of address form. A change of address form is also needed to update your personnel, health insurance, and retirement records.