

Reduction in Hours to a Full-Time Equivalency (FTE) of 90% to 75%

Full-time Employee Reduction in Hours Worked Due to COVID-19

Pay and Accruals

- During the period of a reduction in hours from 100% to an FTE of 90% to 75%:
 - You will receive pay from the university in accordance with your new FTE
 - Vacation and sick leave will accrue at rate consistent with the new FTE
 - Your current balances will remain available for use unless the maximum cap is exceeded
 - Retirement contributions will be reduced as they are based on gross salary
 - However, service credit with OPERS/STRS should not be impacted as long as your gross salary is at least \$660.00 per month
 - See <https://www.opers.org/> or <https://www.strsoh.org/> for further information

Healthcare and Other Benefits

- During the period of a reduction in hours from 100% to an FTE of 90% to 75%:
 - Healthcare and other benefits will be maintained on the same basis as they are today because any FTE at (or above) 75% is considered a full-time, fully benefit eligible university employee
 - Benefits such as life insurance and short and long-term disability will continue to be based on your current FTE (if disbursed during this period of reduction)
 - You and your dependents will remain eligible for tuition remission on the same basis as you are today because 75% FTE is the threshold for this benefit

Premiums and Deductions

- During the period of a reduction in hours from 100% to an FTE of 90% to 75%:
 - Healthcare premiums and other benefit deductions will remain unchanged, consistent with your current FTE, and will continue to be withheld from your pay
 - For medical insurance, you will continue to pay premiums based on the tier assigned to your current base compensation
 - Those premiums and deductions that are currently paid on a pre-tax basis will remain pre-tax deductions

State Unemployment Compensation

- During the period of a reduction in hours from 100% to an FTE of 90% to 75%:
 - Wright State University will be filing a SharedWork Ohio (SWO) application with the State of Ohio that includes all employees with a reduction in hours that range between 10% and 50% of their original FTE
 - You may be eligible to receive unemployment under this SWO agreement; the determination of your eligibility will be made by the Ohio Department of Job and Family Services (ODJFS)
 - Factors for eligibility include the number of weeks worked, and average weekly salary earned, in the 'base period*' as well as other relevant criteria found in the ODJFS guide to unemployment:
<http://www.odjfs.state.oh.us/forms/num/JFS55213/pdf/>

*The 'base period' for claims filed before July 4, 2020 is January 1, 2019 to December 31, 2019 (i.e. calendar year 2019)

SharedWork Ohio (SWO)

- SharedWork Ohio (SWO) is a state-developed layoff aversion program that allows employers in Ohio to reduce employees hours by a range of 10% to 50% while still allowing those employees to apply for unemployment benefits
- This program also allows employers to maintain employee's healthcare and other benefits consistent with their FTE prior to the reduction in hours
 - Employees are required to remain available for their full FTE and can be returned to that FTE at any time as requested by the employer; you are not required to search for work while on SWO
- Under SWO, Wright State University will be filing an application that includes all impacted employees with a reduction in hours that range between 10% and 50% of their original FTE
 - Once the university SWO application is approved, employees will then also file an application with ODJFS that will confirm they are applying for unemployment benefits under a SWO agreement

SWO Unemployment Estimation

- To get an estimate** of what your state unemployment benefit might be if you meet the eligibility requirements, begin by completing a few questions on the ODJFS Benefit Calculator: <http://www.odjfs.state.oh.us/uiben/>
- Then, multiply the above estimate** by the percentage of the reduction in hours that you will be working (i.e. if your new FTE is 75%, you would multiply the above estimate** by 25% to get an estimate of your *state* unemployment benefit

**The Unemployment Estimator IS NOT an Application for Benefits, IS NOT a Determination of Benefits and IS NOT a Guarantee of Payment or Eligibility

Federal Unemployment Compensation

- During the period of a reduction in hours from 100% to an FTE of 90% to 75%:
 - If you are approved to receive any state unemployment compensation, you will also be eligible for the additional \$600.00 per week of federally-funded assistance provided by the CARES Act
 - This payment is not prorated based on FTE or salary but is only authorized by the CARES Act to be provided until the end of the last 'pay week' in July for the state unemployment calendar (for the State of Ohio, that is July 25, 2020)
 - This payment is automatically applied for, and paid, in concert with state unemployment benefits

Unemployment Claims and HR Paperwork

- During the period of a reduction in hours from 100% to an FTE of 90% to 75%:
 - Wright State University will report your hours worked*** and will file your unemployment claims with ODJFS bi-weekly
 - You will be notified once the claims have been filed and you will be responsible for verifying your hours in the ODJFS system
 - Once you verify your hours, your unemployment payment will be deposited in your account within 3 to 5 business days (assuming you authorize ODJFS to direct deposit)

***All employees under a SWO agreement are required by the program to be paid by their employer on an hourly basis; salaried employees who will temporarily move to hourly should view the relevant presentation on HR's website (<http://www.wright.edu/human-resources/policies-and-resources/job-changes-due-to-covid-19>) for more details

Commonly Referenced Websites

University pay, time sheet and/or benefit deductions

- Payroll Website <http://www.wright.edu/controller/payroll>
- Time Sheet Instructions <http://www.wright.edu/human-resources/policies-and-resources/time-sheet-leave-reporting>
- HR Benefits Website <http://www.wright.edu/human-resources/benefits>

Unemployment compensation

- ODJFS Website <https://jfs.ohio.gov/ouio/index.stm>

SharedWork Ohio

- SWO Website <http://jfs.ohio.gov/ouio/SharedWorkOhio/index.stm>

WSU Contacts for Questions

Questions about University pay and/or benefit deductions

- HR Operations Analyst assigned to your area (<http://www.wright.edu/sites/www.wright.edu/files/page/attachments/departmentlisting2017.pdf>)

Questions about time sheets

- Payroll (<http://www.wright.edu/controller/payroll>)

Questions about the FTE Reduction/Leave Process

- HR Business Partner assigned to your area (<http://www.wright.edu/human-resources/policies-and-resources/human-resources-business-partners> or <http://www.wright.edu/sites/www.wright.edu/files/page/attachments/departmentlisting2017.pdf>)

Unemployment Compensation questions under the control of WSU

- HR Talent Management Team (emily.hamman@wright.edu or meltem.kokaly@wright.edu)