

Reduction in Hours to a Full-Time Equivalency (FTE) of less than 50%

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 less than 50%:
 - 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 less than 50%:
 - Healthcare and other benefits will be maintained through July 31, 2020
 - 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 leave)
 - You and your dependents will also remain eligible for tuition remission on the same basis as you are today based on your current FTE

Premiums and Deductions

- During the period of a reduction in hours from 100% to an FTE of less than 50%:
 - Healthcare premiums and other benefit deductions owed will continue to reflect your current FTE; however, the amounts owed may* be accumulated and deferred
 - Upon your return to an FTE of 75% or greater, any accumulated benefits payments owed will be payroll deducted, on a pre-tax basis, divided over the remainder of the current calendar year
 - For medical insurance, you will continue to owe premiums based on the tier assigned to your current base compensation
- Should you separate from the university before your premiums/deductions are collected, your final vacation, comp time and/or sick leave payouts (if applicable) will be reduced by the amount owed and/or you will need to reimburse the university on a post-tax basis

*Some premiums and deductions may continue to be payroll deducted during your period of FTE reduction; those amounts will not be deferred since they are able to be collected as part of the regular payroll cycle

State Unemployment Compensation

- During the period of a reduction in hours from 100% to an FTE of less than 50%:
- You may be eligible for unemployment. 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/>
- To get an estimate** of what your *state* unemployment benefit might be if you meet the eligibility requirements, visit the ODJFS Benefit Calculator:
<http://www.odjfs.state.oh.us/uiben/>

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

**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 completely unpaid leave:
 - 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 less than 50%:
 - You will be responsible for filing your own unemployment application and weekly unemployment claims with ODJFS
 - Human Resources will maintain calculations for your benefit premiums and deductions, and initiate the arrearages via payroll deduction upon your return to 75% FTE or greater
 - Should you separate from the university before your premiums/deductions are collected, your final vacation, comp time and/or sick leave payouts (if applicable) will be reduced by the amount owed and/or you will need to reimburse the university on a post-tax basis

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)