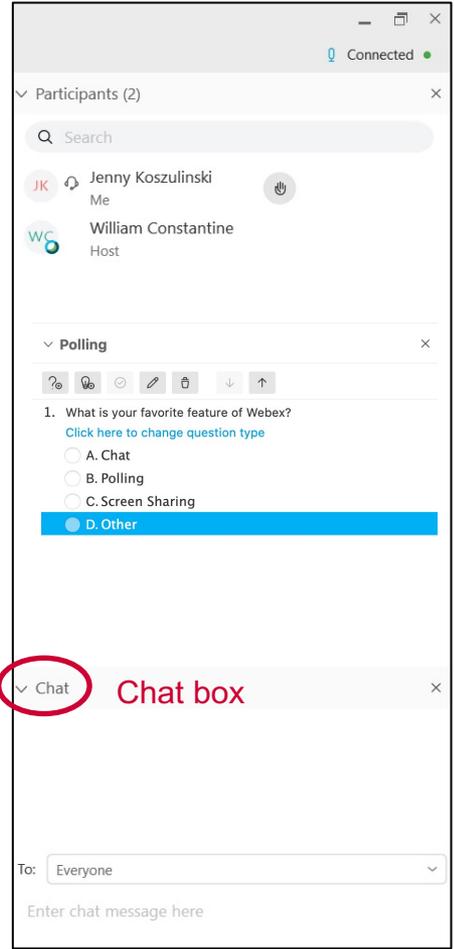


Employee Shared Work Furlough Program General Information Session

While We're Waiting to Begin:

1. Note: Everyone's phone will be muted during the session
2. To turn on the Chat box – find the tool bar at the bottom of the screen and click on the Chat icon





RUTGERS

UNIVERSITY HUMAN RESOURCES

AAUP-AFT Shared Work Furlough Program Information Session

Agenda

- **Employee Shared Work Furlough Program Overview**
- **Benefits**
- **Filing for Unemployment**
- **Shared Work Furlough Guidance Website Overview**

Employee Shared Work Furlough Program

The Employee Shared Work Furlough Program is a program that allows for temporary reductions in an employee's scheduled work hours and compensation to help mitigate a fiscal emergency, thereby minimizing layoffs wherever possible.

Participants in the Employee Shared Work Furlough Program are not laid off. The salaries of program participants are reduced in an amount equal to the temporary time off. As a furloughed employee, you remain in active status and your employee benefits are not affected. Participants are eligible to apply for New Jersey state unemployment benefits regardless of their residence.

Employee Shared Work Furlough Program

Program Summary – AAUP-AFT Shared Work Furlough Program

Furlough Schedule – 10% reduction in hours - one half (1/2) day for full time faculty or 10% reduction equivalent in hours for part time faculty per week for 10 weeks or end date. This program includes all faculty – union and non-union.

Start Date – 4/19/21

End Date – 6/25/21 - Faculty with primary appointments only

End Date – 5/20/21 - Faculty Faculty whose sole secondary appointment is teaching Summer Session during May or June.

End Date – 5/28/21 - Faculty who receive additional compensation through external grants during the summer beginning in June 2021

Date to Apply for Unemployment – Week of 4/18/21, starting on Sunday 4/18/21

During this period, eligible participants will receive partial state unemployment insurance benefits and \$300 enhanced federal benefits for each week that a furlough day is taken.

Employee Shared Work Furlough Program

Exclusions

- Excludes faculty on visas (Green card holders are not exempt from the Program).
- Excludes faculty on sabbaticals, approved family and other paid leaves of absence.
- Excludes faculty on all leaves (unpaid, paid, intermittent) - *This a change from previous Shared Work Furlough Programs.*
- Excludes New Hires and Transfers into the department with effective dates during The Program - *This a change from previous Shared Work Furlough Programs.*
- Excludes TAs and GAs.
- Excludes faculty with secondary appointments which disqualify them from receiving short-time benefits under The Program due to that secondary appointment:
 - Excludes anyone who currently holds or is expected to hold a Class 8 appointment from 4/18/21 – 6/25/21.
 - Faculty who are furloughed and are later deemed ineligible for UI benefits will be exempt from The Program and made whole for wages and benefits lost due to a secondary appointment.
 - Excludes faculty whose positions are fully funded through research grants or external funding sources are exempted from furloughs.

Employee Shared Work Furlough Program

Exemptions

- Faculty with secondary employment from a source other than Rutgers who are furloughed and are later deemed ineligible for UI benefits will be exempt from The Program and made whole for wages and benefits lost due to secondary employment - Secondary employment should be designated on the rosters to the extent it is available and exempt from The Program.
- In addition to the exceptions above, an exception may be requested for faculty whose positions fall under the categories of Direct Patient Care or Other as follows:
 - The “Other” category of exception is for specific mission critical and time sensitive job functions. Justification and approval by the Chancellor or SLT member will be needed.

Benefits Overview

- Continuation of Benefits
- Life Insurance and Long-Term Disability Insurance
- Managing Retirement Accounts
- Paid Time Off

Continuation of Benefits

How will my medical insurance coverage be impacted?

Medical, dental and prescription drug coverage will remain active during the furlough. Changes to plans are not permitted at this time. You are responsible for the full employee contribution based on your full annual base salary.

What happens to my life insurance?

Life insurance coverage continues. If you are a member of PERS, deductions will continue.

What is the impact on short and long-term disability?

As an active employee you can still apply for Temporary Disability Insurance benefits through NJ Department of Labor. The Long-Term Disability benefits remain active.

Managing Retirement Accounts

Will my contributions continue with my ABP account?

Yes, the Employee (5%) and Employer (8%) contributions will continue, based on the actual earnings of the payroll period, not the annual base salary.

Will my contributions continue with my PERS account?

Yes, you are eligible to continue employee contributions, 7.5% pre-tax based on your regular annual base salary, provided your actual earnings per pay period (after primary deductions) is sufficient to cover the contributions. If you have questions about how missed contributions may impact your years of service, please contact OneSource at 732-745-SERV (7378).

I am a PERS member, can I access the funds in my retirement account?

Yes, please log onto the Member Benefits Online System (<https://www.state.nj.us/treasury/pensions/>) for information on loan options

I am an ABP member, can I access the funds in my retirement account?

Yes, please contact your investment carrier for information on loan options:

AXA Equitable	1-866-752-0072
Mass Mutual	1-848-248-4875
VOYA Financial	1-877-873-0321
Met Life	1-800-543-2520
TIAA	1-800-842-8412
AIG (formerly VALIC)	1-800-448-2542
Prudential	1-855-652-2711

Paid Time Off and Tuition Remission/Reimbursement

Paid Time Off

Questions regarding paid time off please contact ALR (Academic Labor Relations) or Faculty Affairs.

Impact on Tuition Remission/Tuition Reimbursement?

You will retain all benefits afforded to you as per your contract and/or applicable university policy.

Leave of Absence

Can I still apply for a leave of absence if I have been furloughed?

If you have a qualifying leave reason you may still apply for a leave of absence and the terms of your furlough will still apply.

If I apply for the leave and it is approved, will I still be furloughed?

If you are approved for a leave of absence, you will be exempt from participating in the remaining duration of the AAUP-AFT Shared Work Program.

If I am currently on a leave, will I still participate in the shared work furlough program?

No, you will not participate in the shared work program and will receive a furlough exemption letter from your department.

Filing for Unemployment

- Information You Should Gather Prior to Applying
- Tips for Completing the Unemployment Application
- After You Complete the Unemployment Application

Filing for Unemployment

INFORMATION YOU SHOULD GATHER PRIOR TO COMPLETING THE UNEMPLOYMENT APPLICATION

- Your start date at Rutgers University
 - Please go to [myRutgers portal](#), My Dashboard, My Paycheck, Compensation History, Salary History. Hire date is the last line of your salary history.
- Gross earning you have received from Rutgers for the past 12 months
 - Please go to [myRutgers portal](#), My Dashboard, My Paycheck, Compensation History, Salary History. The exact amount will be verified by Unemployment.
- Additional information required for the application can be found on the NJDOL's website
here: <https://myunemployment.nj.gov/labor/myunemployment/before/about/howtoapply/infoneeded.shtml>

Filing for Unemployment

NJ UNEMPLOYMENT APPLICATION PROCESS

- Furloughed employees should fill out the unemployment claim application online at: <https://myunemployment.nj.gov/>
- Go to “FILE A CLAIM” in the blue banner at the top of the screen. If you currently do not have an online account, or have not had one in three years, please select “New users register here” to create an online account and complete your application. If you have an existing online account, please select “Existing users log in here” to complete your application.

Filing for Unemployment

OUT-OF-STATE DRIVERS LICENSE

Participants who do not have a New Jersey Driver's license, must file your claim via the telephone system to verify your identity. Due to the rise in fraudulent unemployment claims and increased security measures taken by the NJDOL, participants with an out-of-state driver's license must speak to a live agent. We understand phone lines are extremely busy due to high call volume, but please continue to call. They're open weekdays (excluding holidays) from 8AM to 3:30PM.

The Regional Call Center phone numbers are listed below:

- North New Jersey: 201-601-4100
- Central New Jersey: 732-761-2020
- South New Jersey: 856-507-2340
- Out-of-state claims: 888-795-6672 (you must call this number from a phone with an out-of-state area code)

Filing for Unemployment

HELPFUL TIPS AS YOU COMPLETE THE APPLICATION

Please be advised that if your computer is idle for 30 minutes or more, your session will "time out" and all your claim information will be lost. If you exit for any reason before completing the application, all your information will be lost.

Step 2 Personal Information

- Provide your main occupation, list key words in the job description, and then click the search button. You must select an occupation from the prepopulated list that best matches your occupation. If none of the results match, explain in detail your job duties and click the search button again for new results.

Step 3 Eligibility Information

- “How do you wish to receive your Benefit Payment?”
 - The payment method chosen on the unemployment claim application, Debit Card or Direct Deposit, will be the payment method used for Shared Work benefits. For direct deposit, you will need to enter your account information.
- “Are you currently receiving a pension?”
 - Answer “No” as you are contributing to your pension/retirement account, but not receiving a pension *payment* because you are not retired.

Filing for Unemployment

HELPFUL TIPS AS YOU COMPLETE THE APPLICATION

Step 4 Employment Information

- Rutgers University NJ will be prepopulated under “On-File Employment”. Please note that the information listed including the mailing address of Cooperative Ext Ser, c/o Corporate Cost Control from Londonderry, NH is correct.
- “Work Location”
 - Enter your campus building address and phone number
- “What was the last day you worked for this employer?”
 - Select “4/17/21”. Your Program begins on 4/18/21 so the date selected should be prior to 4/18/21.
- “Are you still employed by this employer?”
 - Select “Yes” and choose “Reduction in Hours by Employer” from the dropdown menu
- “Please select the reason for separation from this employer”
 - Select “Business Closed/Hours Reduced – COVID-19 Related” from the dropdown menu
- You will be asked to “provide further explanation below”
 - Please type “Rutgers Shared Work Furlough Program” in the freeform field
- “Do you expect to be recalled by this employer?”
 - Please select “No”
- “Union hiring hall information, including local number and address (if you get work through a union)”
 - Please select “No”

Filing for Unemployment

**** VERY IMPORTANT ADDITIONAL INFORMATION FROM THE NJDOL****

Regardless of any communication you may receive, you will NOT be certifying online or by telephone during the Shared Work Furlough Program. Only the claim application needs to be filed. You may receive general information emails about how to certify for Unemployment benefits, but that is informational to anyone who has filed a claim. **Do not** use the Web application or Telephone IVR System to certify for weekly benefits while in the Shared Work program. Benefits will be paid by NJDOL using the application/information that has been supplied.

Certifying for benefits will cause a delay in your unemployment insurance benefits payment which will take additional time to resolve.

Filing for Unemployment

SUPPLEMENTAL \$300 WEEKLY BENEFIT

- A COVID-19 relief package was passed into law on March 11, 2021 and among other pandemic relief measures, will provide an additional \$300 per week in federal funding for enhanced unemployment benefits through the Federal American Rescue Plan program for the weeks of March 14, 2021 to September 4, 2021.
- The timing of the AAUP-AFT Shared Work Furlough Programs will coincide with the Federal American Rescue Plan program so that eligible participants will receive the supplemental \$300 weekly benefit throughout the entire Shared Work Furlough Program.
- **You do not need to certify weekly to receive the \$300/week.** Your Unemployment Insurance application will initiate the \$300 payment.
- It is important to note that the \$300 stimulus is a separate payment, there may be delays in receiving the payment, but all payments will be retroactive payments to the start of the furlough program.

Filing for Unemployment

Checking Your Claim Status

Please note that only NJDOL can provide information regarding the status of your Unemployment Insurance claim and general timeframes for payment of claims. OneSource is unable to check the status of your Unemployment Insurance claim or when you will receive your Unemployment Insurance payment.

HOW DO I CHECK THE STATUS OF MY CLAIM?

To check Unemployment claim status, please go to <https://wdwebpt.dol.state.nj.us/ClaimStatus/claimStatus.htm>

You will be asked to enter your social security number, date of birth, and the email address on file with the NJDOL. Click “Enter” and “My Unemployment Insurance Claim Status” will appear below. Information is updated every evening and may take up to 24 hours to reflect recent claim activity.

For more information on claim status explanation please visit the [Claiming Unemployment Shared Work Furlough](#) page on the Shared Work Furlough website.

Filing for Unemployment

YOU MAY RECEIVE THE FOLLOWING COMMUNICATIONS FROM THE NJDOL

BC9 – Unemployment Insurance Instructions and Appointment Notice

This form contains instructions on how and when to claim your benefits. It also includes a list of any upcoming appointments.

- **No action is required.** You will **not** be certifying to claim your unemployment benefits online or by telephone during the Shared Work Furlough Program.

BC3C – Notice to Claimant of Benefit Determination

If you have had any employment in New Jersey during the period of time used to calculate your benefits, you will receive this form either in the mail or through the email you used to create your online account with the NJDOL.

- **No action is required.** You will **not** be certifying to claim your unemployment benefits online or by telephone during the Shared Work Furlough Program.

Filing for Unemployment

YOU MAY RECEIVE THE FOLLOWING COMMUNICATIONS FROM THE NJDOL

BC326 – Claimant’s Statement for Issue Clarification

If the NJDOL needs to gather additional information from you regarding your claim, they may send a questionnaire. Once the NJDOL receives the information from you and your employer (if needed), they will make a determination on your claim.

- **Action Required: You must complete the information being requested.** If possible, please indicate you are part of the Rutgers Shared Work Furlough Program.

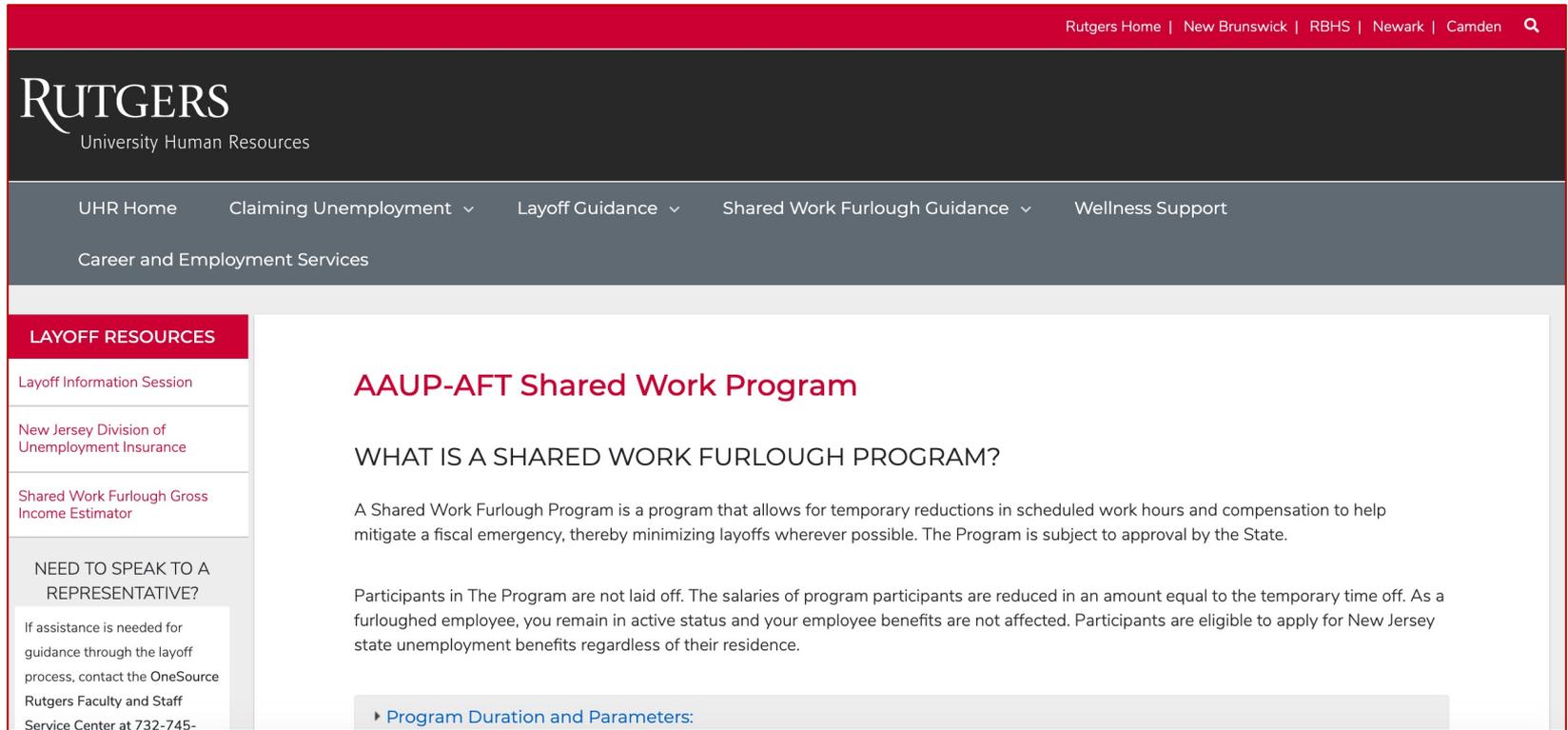
E-Adjudication Issue Clarification Questionnaire

If the NJDOL needs to gather additional information from you regarding your claim, they may send an email with a secure link to an online questionnaire.

- **Action Required: You must complete the information being requested.** If possible, please indicate you are part of the Rutgers Shared Work Furlough Program.

AAUP-AFT Shared Work Furlough Guidance

<https://uhr.rutgers.edu/layoff-resources/aaup-aft-shared-work-program>



The screenshot shows the Rutgers University Human Resources website. At the top right, there are navigation links: Rutgers Home | New Brunswick | RBHS | Newark | Camden, and a search icon. The main header features the Rutgers logo and "University Human Resources". Below this is a navigation bar with links: UHR Home, Claiming Unemployment (with a dropdown arrow), Layoff Guidance (with a dropdown arrow), Shared Work Furlough Guidance (with a dropdown arrow), and Wellness Support. A secondary link, "Career and Employment Services", is positioned below the navigation bar. On the left side, there is a sidebar menu under the heading "LAYOFF RESOURCES" with links to "Layoff Information Session", "New Jersey Division of Unemployment Insurance", and "Shared Work Furlough Gross Income Estimator". Below this is a section titled "NEED TO SPEAK TO A REPRESENTATIVE?" with text: "If assistance is needed for guidance through the layoff process, contact the OneSource Rutgers Faculty and Staff Service Center at 732-745-". The main content area has a red heading "AAUP-AFT Shared Work Program" and a sub-heading "WHAT IS A SHARED WORK FURLOUGH PROGRAM?". The text explains that the program allows for temporary reductions in work hours and compensation to help mitigate a fiscal emergency. It notes that participants are not laid off, their salaries are reduced, and they remain in active status with benefits unaffected. A link "Program Duration and Parameters:" is located at the bottom of the main content area.

Questions

Please type your questions in the Chat box to ask your question.

If assistance is needed for any of the information covered during the session, contact the **OneSource Rutgers Faculty and Staff Service Center at 732-745-SERV (7378).**

