

FURLOUGH EXCHANGE PROGRAM (FEP) UCB IMPLEMENTATION GUIDELINES

This program allows certain academic employees who are subject to the Salary Reduction/Furlough Plan to devote extra effort to research projects *instead* of using the furlough time they would accrue under the Salary Reduction/Furlough Plan. In exchange for not being furloughed, individuals may charge an equivalent amount of effort to extramural funding, provided this is permissible with the granting agency (see SPO's handout on UCB Guidance for FEP Charges to Grants and Contracts at <http://www.spo.berkeley.edu/procedures/fep.html>). Restricted gifts and endowments that can be used for research support may also be used to support this increased effort.

Eligibility and Program Regulations

Full-time appointees to: the Professor series (including adjuncts and Professors-in-Residence), Lecturers with Security of Employment series, Astronomers, Agronomists, and Cooperative Extension Specialists may participate in the program. This program does not apply to members of the Senior Management Group, staff employees, or academic employees not listed above.

In exchange for the furlough time that would be accrued under the Salary Reduction/Furlough Plan, FEP participants may charge an equivalent amount of effort to extramural awards providing this is permissible with the funding agency and campus contract and grant policies, or the terms of the gift agreement, if appropriate. The resulting salary savings must be returned to meet campus salary savings targets.

All charges to federal grants must be compliant with Office of Management and Budget (OMB) Circular A-21. Appointees are responsible for obtaining agency permission prior to submission of the UCB Furlough Exchange Program (FEP) Agreement form.

Individuals can participate for a full year or for the spring semester only. The additional research should be conducted and paid according to the charts below.

Participation for the full year (12 months pay)

Appointment Basis	FEP Dates
Academic Year	FEP Period: September 1, 2009 – June 30, 2010 Pay Period: July 1, 2009 – June 30, 2010 <i>Note: There will be no salary reduction for AY FEP participants in July & August 2010 (cost transfers will be needed for July and August 2009)</i>
Fiscal Year	FEP & Pay Period: September 1, 2009 – August 31, 2010

Participation for the spring semester (6 months pay)

Appointment Basis	FEP Dates
Academic Year	FEP & Pay Period: January 1, 2010 – June 30, 2010 <i>Note: There will be no salary reduction for AY FEP participants in July & August 2010</i>
Fiscal Year	Units with non-clinical fiscal year faculty should contact APO for partial year participation options

Participation may not result in total salary that exceeds the pre-reduced salary rate. This program may not be used to supplement administrative stipends. Retroactive participation is not permitted.

Faculty who elect to participate in this program will forfeit their furlough days and therefore will be expected to be in service during campus closures, with the exception of fiscal year employees on

approved vacations. During the period of participation, furlough days forfeited may not be used for any other purpose, including additional consulting days as allowed under APM 025.

Faculty may not reduce their teaching loads in order to participate in this program.

Compensation earned under this program is considered regular pay and is subject to standard payroll deductions, benefits charges, and retirement contributions.

How to Request Participation in the FEP

Complete the FEP Agreement form. The form must be signed by the participant and turned in to the department by the campus deadline of October 15, 2009, for full year participants and January 15, 2010, for spring semester participants. FEP distributions must be entered into the HCM system by the campus payroll deadline of October 23, 2009, for full year participants and by January 25, 2010, for spring semester participants. Retroactive requests will not be accepted.

HCM and Cost Transfer Instructions

Upon receipt of a signed FEP Agreement form, departments should update the employee's record in HCM according to the instruction below.

Departments will need to process the appropriate cost transfer of funds within the requisite 120-day limit. Cost transfers or payments made in July and August for academic year effort will need to be made by October 15, 2009.

The employee's HCM record must be manually adjusted to remove the salary reduction distribution and reflect participation in the FEP.

1. The employee's record will have been included in the Salary Reduction/Furlough Program run on 9/15/09.
2. Following the HCM shutdown (ending at 7:00 A.M. on 09/16/09) and ideally prior to the PPS MO deadline of 09/24/09, but at least by the payroll deadline of 10/23/09, the employee's record must be manually adjusted as follows (see the HCM job aid at <http://hrweb.berkeley.edu/budget/furlough/FEP-jobaid-fullyear.pdf>):
 - Add an Earnings Distribution Change row effective 9/1/09 (action/reason: JED/DIS)
 - Remove the SRB distribution(s) from the Earnings Distribution page.
 - Reduce the REG distribution by the appropriate Salary Reduction under FEP percentage (see charts below) and add an end date of 6/30/10 (or 8/31/10 for FY appointees).
 - Add an FEP distribution at the appropriate percentage as listed on the charts below for the period of 9/1/09–6/30/10 (or 9/1/09–8/31/10 for FY appointees).
 - Add a new REG pay distribution at 100% with a start date of 7/1/10 (9/1/10 for FY appointees) and no end date to reflect the return to regular pay status.

Participation for the full year (12 months pay)

Salary Band	Annual Academic Year Salary	Exchanged Furlough Days	Salary Reduction under FEP
1	0 – 40,000	7	4.00%
2	40,001 – 46,000	9	5.00%
3	46,001 – 60,000	10	6.00%
4	60,001 – 90,000	12	7.00%
5	90,001 – 180,000	14	8.00%
6	180,001 – 240,000	15	9.00%
7	Over 240,000	17	10.00%

Participation for the spring semester only (six months pay)

Salary Band	Annual Academic Year Salary	Exchanged Furlough Days	Salary Reduction under FEP
1	0 – 40,000	4	5.33%
2	40,001 – 46,000	5	6.67%
3	46,001 – 60,000	5	8.00%
4	60,001 – 90,000	6	9.33%
5	90,001 – 180,000	7	10.67%
6	180,001 – 240,000	8	12.00%
7	Over 240,000	9	13.33%

(Note: since spring semester participants will not be furloughed in July and August 2010, their salary reduction under FEP has been increased to ensure salary savings for a full year is recovered.)