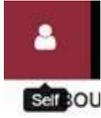


Frequently Asked Questions (FAQs)

How do I view my new percent time (FTE)?

There are several ways to obtain your new percent time.

1. Your immediate manager/supervisor will communicate this to you.
2. Log-in to MYCOMPASS , select **Self** in the upper left corner , select **Profile Details** and scroll down to % FTE. This information will be loaded by **May 12th** to reflect your new % time.
3. You can also call OHR, Employee Services at 501-686-5650 and a Consultant can provide you with this information.

How do I calculate my new salary?

Monthly paid employees: Take current annual salary X New Percent / 12 = New Monthly Salary

For example, Jane Doe currently makes \$40,000 at 100%, Jane now working at 80%. Her new salary is \$40,000 X .8 / 12 = \$2,666.67

Bi-weekly employees: You will continue to be paid your current rate X the hours worked for the pay period.

How will the reduction in percent of time worked (FTE) be determined?

UAMS will use productivity reports where possible to assist in objectively determining those areas that have reduced work volumes as a result of the pandemic. Where productivity reports do not exist, the percent of time worked will be based on average hours worked per week as determined by your leadership team.

The percent of time worked based on average hours worked per week is as follows:

- 1.0 FTE working 20 hours or less per week: .5 FTE
- 1.0 FTE working 21 - 24 hours per week: .6 FTE
- 1.0 FTE working 25 – 29 hours per week: .7 FTE
- 1.0 FTE working 30 – 32 hours per week: .8 FTE
- 1.0 FTE working 33 - 36 hours per week: .9 FTE

Is anyone exempt from the reduction in FTE?

Graduate Assistants, student employees, employees who are 100% grant funded, and employees on a visa (by law) will be exempt from the reduction in FTE.

How will the FTE reduction impact my benefits?

Information regarding the impact of an FTE reduction on benefits can be found via the attached links:

https://hr.uams.edu/files/2015/03/Part-time_checklist.pdf

<https://hr.uams.edu/benefits/insurance-rates/>

If my FTE is reduced, will my service dates be impacted? What about my retirement?

No, your service dates will not be impacted if your FTE status is reduced. Your retirement match will continue as long as you are 50% or more.

If my FTE is reduced, am I eligible for unemployment benefits?

According to the Arkansas Division of Workforce Services, employees who experience a reduction in hours as a result of the COVID-19 pandemic **may** be eligible for unemployment benefits. Additional information can be found via the attached link:

https://www.dws.arkansas.gov/src/files/Notice_to_Individuals_Inquiring_About_the_Availability_of_Unemployment_Insurance_Benefits_As_A_Result_of_the_COVID-19_Pandemic_Updated.pdf

If my FTE is reduced, does that mean I cannot be asked to perform work that is more than the FTE status allows?

Hourly employees will be paid in accordance to their hours worked. As such, it may be necessary at times to work more hours than the standard FTE, however, the intent is to minimize such occurrences, or at such time as necessary, change your FTE status.

Salaried employees are paid on a salary and not hourly basis. The intent of the FTE reduction is to reflect the amount of hours worked on average during this pandemic. As such, similar to hourly employees, it may be necessary at times to work more than the reduced FTE time, however, the intent is to minimize such occurrences, or as it is deemed necessary, change your FTE status.

Who can I talk to about the impact this change has on me?

There are several options should you wish to speak with someone regarding this change. You may talk privately with your supervisor.

Our Human Resources team is here for you. If you would like to speak to one of our team members about how this change is impacting you, and to see what resources may be available to you, please reach out at 501-686-6890 to speak with a supportive conversations coach. You can also call your HR business partner or Employee Relations Specialist/Consultant for assistance.

In addition, the Employee Assistance Program (EAP) is a free, confidential service that provides short-term counseling services to help address personal, financial, career, and work-life issues to eligible employees and their families. To access this benefit, simply call the EAP at 501-686-2588.

How long will the reduction in salary/FTE occur?

We are going to maintain the reduction in salary and/or FTE at least through May 31, 2020. At that time, we will reassess our work load and productivity ratios, and determine if there is a need to extend the time.

Will the reduction impact my sick and annual leave accrual?

Yes, sick and annual leave accruals are based on hours worked as noted by your FTE status in SAP.

For Example: Leave accruals for May will be earned at the reduced FTE status.

15 (vacation hours earned at 100%) x 80% = 12 vacation hours

8 (sick hours) x 80% = 6.4 sick hours

How will this impact holiday pay?

Holiday pay will be paid based upon your hours worked as noted by your FTE status in SAP at the time of the holiday.

May I use annual leave, sick leave, compensatory time, or other accrued leave to increase my reduced hours back to 1.0 FTE?

No, unfortunately leave can only be taken up to the reduced FTE status. Leave cannot be used to bring you above the reduced FTE status.

Can I have my hours or pay reduced if I have an employment contract?

If employment contracts exist, they will be reviewed by the Office of General Counsel prior to a reduction going into effect.

Will employees on FMLA, or approved to take FMLA, have a reduction in percent time worked or salary?

Yes, an employee on FMLA or scheduled to take FMLA can be treated similarly to all other employees impacted by the reduction in time scheduled.

How do I take a voluntary reduction in time or 10% salary reduction?

A voluntary reduction must be approved by your supervisor. The voluntary reduction must be taken by June 30, 2020. You may request a voluntary reduction by completing and submitting the *Voluntary Request Form*.

We appreciate your assistance in helping UAMS during this economic downturn.

Will all employees in the same position have their work reduced or reduced by the same percentage?

No, decisions will be made for each employee based on time worked, productivity metrics, and other business objectives.

Why am I not receiving more notice of this change?

The coronavirus pandemic has had a significant financial impact on UAMS. As such, it was necessary to act swiftly but fairly in order to minimize the continued impact on both the organization as well as all of our employees.

Some health systems have started with leadership cuts at 10% or so, was that a considered option?

Yes, all options were and are still being considered. We determined that reducing the percent of time for various departments and/or individual positions within a department to reflect the hours employees are currently working as a result of the pandemic was the fairest way to manage our financial losses at this time. Everyone, including leaders, faculty, and staff, were reviewed to determine percent of time reductions that reflect the hours currently working, as a result of the pandemic.

Will a reduction in FTE impact my career service date?

No, a temporary reduction in FTE will not impact your career service date, during the COVID-19 pandemic.

Will my parking premium decrease during the period my percent time is reduced?

Please call the Parking Department at 501-526-7275 (PARK) or send an email to parking@uams.edu for assistance.

I was denied unemployment. Is there anything UAMS can do to assist me in getting unemployment benefits?

Unfortunately no. The Department of Workforce Services makes the final determination on unemployment benefit eligibility. UAMS does not determine eligibility nor can UAMS take measures to influence the final decision. An employee's reduced percent time is based on decreased work duties due to COVID-19.

Can I cash in some of my vacation hours during this percent time reduction?

Unfortunately, board policy determines distribution of vacation hours. It is only available when you miss time from work and as a terminal payout.