A temporary furlough is defined as a temporary reduction in workforce with an expectation of returning to work.

The University is attempting to ensure that employees who are temporarily furloughed will have very little or no disruption in their current and future-elected benefits.

Employee benefits that will be covered today:

- Health and Life Insurance
- Optional Benefits
- Retirement
- Paid Leave and Holidays
- Years of Service (YOS)
- WVU Programs, Services and Discounts
- System and Building Access
- Unemployment Benefits
EMPLOYEE BENEFITS REVIEW: HEALTH AND LIFE

Health Insurance

- Benefits-eligible employees enrolled in PEIA or the Health Plan may continue their insurance during the temporary furlough.
- WVU will pay employee portion of premium.
- Employees will repay WVU upon return to work.
- Employees may discontinue during temporary furlough and re-enroll upon return to work.
  - Supporting documentation will be required to re-enroll.

Life Insurance

- Benefits-eligible employees enrolled in optional or dependent life insurance through Securian Financial may continue their insurance during the temporary furlough.
- WVU will pay employee portion of premium.
- Employees will repay WVU upon return to work.
- Employees may discontinue during temporary furlough and re-enroll upon return to work.
  - Re-enrollment in optional and/or dependent life will be subject to underwriting.
EMPLOYEE BENEFITS REVIEW: OPTIONAL BENEFITS

Mountaineer Flexible Benefits (FBMC)

Benefits-eligible employees enrolled in dental, vision, short or long-term disability, hearing, legal, health care or dependent flexible spending accounts (FSA) or health savings accounts (HSA) may continue their insurance during the temporary furlough WVU will pay employee portion of premium.

Employees will repay WVU upon return to work.

Employees may discontinue during temporary furlough and re-enroll upon return to work.

Supporting documentation will be required to re-enroll.

Other Optional Benefits

Benefits-eligible employees enrolled in AIG personal accident insurance or Standard group long-term disability may continue their insurance during the temporary furlough WVU will pay employee portion of premium.

Employees will repay WVU upon return to work.

Employees may discontinue during temporary furlough and re-enroll upon return to work.

Re-enrollment in group long-term disability will be subject to underwriting.
Employees may cancel their insurance at any time during the temporary furlough period.

Employees must complete the applicable online/paper change-in-status form or cancellation form and submit to Shared Services for processing.

To cancel coverage June 1 - change-in-status form must be submitted to WVU Shared Services on or before Friday, May 22.

To cancel coverage July 1 - change-in-status form must be submitted to WVU Shared Services on or before Friday, June 19.

Employees can re-enroll in benefits upon return from temporary furlough. Supporting documentation may be required for re-enrollment (e.g., marriage certificates and birth certificates).
EMPLOYEE BENEFITS REVIEW: MISSED PAYMENTS

Employees who are affected by the temporary furlough will miss benefits deduction payments since they will not be receiving a paycheck from WVU.

The effective date of the temporary furlough period is May 24, 2020.

Return to work June 28 the following paychecks will be missed during the temporary furlough period:

- June 19
- July 3
- July 17 - one week of pay missed

Return to work July 26 the following paychecks will be missed during the temporary furlough period:

- June 19
- July 3
- July 17
- July 31 (deduction holiday)
- August 14 - one week of pay missed
During the first week of July, WVU Benefits Strategy will be emailing employees with the following information:

- Confirmation of payment option chosen;
- Wage assignment agreement (if payroll deduction chosen) or benefits billing statement with total benefit premiums owed; and
- Next steps for obtaining wage assignment agreement form and instructions for having it notarized.

In the Employee Information Form, employees have two options for repayment of benefit premiums (if applicable) missed during the temporary furlough period:

- Payroll deduction (pre-tax/post-tax) from a minimum of six consecutive pays, beginning with the first full pay after return to work; or
- Payment (after-tax) in full by check after receiving billing statement from Benefits Strategy.

The payroll deduction option requires employees to sign a wage assignment agreement, which indicates the exact total of premiums the employee owes back to WVU. The agreement must be notarized.

A process is being established to ensure employees are able to receive the wage assignment agreement in early July and have it notarized at no charge by a WVU notary public.
Payroll deduction (pre-tax/post-tax) from a minimum of six consecutive pays, beginning with the first full pay after return to work. Wage assignment agreement will be required.

- Return to work June 28 - payroll deductions begin August 14.
- Return to work July 26 - payroll deductions begin August 28.

Payment (post-tax) in full by check after receiving billing statement from Benefits Strategy.

- Billing statement will be emailed to employees the first week of July.
- Payment is due in full by July 17.
Mandatory 401(a) Defined Contribution Plan

Benefits-eligible employees are required to contribute 6% of their gross pay into a 401(a) Defined Contribution Plan which will be matched by an additional 6% provided by WVU. During the temporary furlough, employees will not be receiving income from WVU and therefore all contributions will be discontinued.

Optional Supplemental Retirement Accounts (SRA) 457(b), 403(b) and 403(b) ROTH Plans

WVU provides these supplemental, voluntary tax-deferred retirement plan options as a way for employees to save additional income for retirement. During the temporary furlough, employees who are enrolled in a SRA will not be receiving income from WVU and therefore all optional contributions will be discontinued. An employee can make changes to their withholding percentages at any time.
EMPLOYEE BENEFITS REVIEW: PAID LEAVE AND HOLIDAYS

-/ Annual Leave, Sick Leave and Compensatory Time Off (CTO)
   During the temporary furlough, employees will not be eligible to accrue or use annual or sick leave or Compensatory Time Off (CTO). Accrued balances will be frozen effective May 24, 2020, and will resume July 26, 2020.
   All leave scheduled and approved between the dates May 24 and July 26 should be cancelled.

-/ Floating Holiday
   During the temporary furlough, employees will not be eligible to use floating holiday hours. The deadline to use floating holiday hours will be extended to August 31, 2020.
   All floating holiday scheduled and approved between the dates May 24 and July 26 should be canceled.

-/ University Holidays
   During the temporary furlough, employees will not be eligible for pay for University Holidays. This includes the following paid holidays:

   May 25 - Memorial Day
   June 9 - Primary Election Day
   July 3 - Independence Day (observed)
EMPLOYEE BENEFITS REVIEW: YEARS OF SERVICE

- **Annual Leave Years of Service**
  
  During the temporary furlough period, employees will continue to accrue annual leave years of service.

- **Increment (Longevity) Years of Service**
  
  During the temporary furlough period, employees who return to work prior to end of June will be eligible to accrue increment for the month of June.

  Employees who do not return to work prior to July 26 will not be eligible to accrue increment for the month of June 2020. Employees will receive credit for May and July only.

- **Longevity Pay (July)**

- **Benefits-eligible Years of Service**
  
  During the temporary furlough period, employees will continue to accrue benefits-eligible years of service for determination of TIAA retirement eligibility and PEIA subsidized health insurance costs.
EMPLOYEE BENEFITS REVIEW: WVU PROGRAMS, SERVICES AND DISCOUNTS

- WVU Care.com Membership
- Graduate and Undergraduate Tuition Waivers
- WVU Dependent Education Scholarship
- WVU Faculty and Staff Assistance Program
- WVU Parking
- WVU Perks
- WVU Recreation Center
- WVU Center for Financial Literacy and Education
EMPLOYEE BENEFITS REVIEW: SYSTEM AND BUILDING ACCESS

- WVU Email
- WVU Phone
- System Access
- Building Access
- Pay Statements
- Mountie Bounty
- Mountain Line Transit
There currently are three methods for filing a claim with WorkForce West Virginia:

1. Contact WVU Shared Services at 304-293-6006.
3. Contact WorkForce West Virginia directly at 1-800-252-JOBS (5627).

Unemployment benefits are based on the state where the work is performed, not the individual’s state of residence.

All unemployment compensation is subject to federal and state taxes. State taxes are not withheld from unemployment earnings.

If you are receiving any benefits from other state or federal programs, please be sure to check to ensure your unemployment compensation does not impact your benefits.

Employees may begin filing unemployment claims on Sunday, May 24.
EMPLOYEE BENEFITS REVIEW: CONTACT INFO AND RESOURCES

// WVU Shared Services
// Email: SharedServices@mail.wvu.edu
// Phone: 304-293-6006
// Normal Hours of Operation: Monday through Friday, 7 a.m. - 7 p.m.
// Special Hours of Operation:
//    Sunday, May 24, 1 - 5 p.m.
//    Monday, May 25, 9 a.m. - 1 p.m.

// WVU Faculty and Staff Assistance Program (FSAP)
// Email: fsap@mail.wvu.edu
// Phone: 304-293-5590

// WVU Center for Financial Literacy and Education
// John Chambers College of Business and Economics
// Contact: Dr. Naomi Boyd, Executive Director
// Email: neboyd@mail.wvu.edu
// Phone: 304-293-7891
EMPLOYEE BENEFITS REVIEW: CONTACT INFO AND RESOURCES

/ WVU Information Technology Services (ITS)
/ Email: ITSHelp@mail.wvu.edu
/ Phone: 304-293-4444

/ University COVID-19 Resources
/ University Resources: coronavirus.wvu.edu
/ Talent and Culture Resources: talentandculture.wvu.edu/coronavirus-covid-19-resources
EMPLOYEE BENEFITS REVIEW: NEXT STEPS

// Later this week
// Email invitation to register for financial literacy and education sessions on Monday, May 18.
// Presented by Dr. Naomi Boyd, Executive Director, WVU Center for Financial Literacy and Education.

// Before May 23
// Complete the Employee Information Form.

// June
// Employee Resource Guide and checklist for returning to work.

// First week of July
// Email from WVU Benefits Strategy with individual wage assignment agreement form for payroll deductions; or individual benefit billing information, and next steps.
QUESTIONS?