EMPLOYEE RESOURCE GUIDE

May 2020
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Employee Resource Guide

This guide was designed to support employees identified for temporary furlough* and provide them information on applying for unemployment and other important details about their WVU benefit plans.

In your temporary furlough notification, you were asked to complete an employee information form and a preferred contact form. Please reference the employee checklist in your notification email for more information on these forms and other steps you can begin taking today.

The University is working to ensure that employees who are impacted by the temporary furlough will have little or no disruption in their current and future-elected benefits (if applicable). In the coming weeks, a WVU representative will be contacting you at the phone number you provide in the employee information form to:

- Make arrangements to review your benefit acknowledgements;
- Verify the information provided in your form;
- Confirm your election for repaying your benefits; and
- Discuss next steps.

More information regarding benefit deductions is outlined in the insurance sections of this guide.

To find the premiums you are currently paying for benefits, please view your pay statement by logging into WVU Portal, clicking on the MyHR tab and clicking Pay Statement.

*A temporary furlough is defined as a temporary reduction in workforce with an expectation of returning to work.*
Health and Life Insurance

Health Insurance
Benefits-eligible employees enrolled in PEIA or the Health Plan may continue their insurance during the temporary furlough period.

As a courtesy, in addition to paying the employer portion of the premium, WVU also will pay the employee’s portion of the premium (the amount normally deducted from the employee’s paycheck) until the temporary furlough ends, insurance is dropped by the employee, or the employee separates from employment; whichever comes first. Once this occurs, employees who continue health insurance coverage will be responsible for paying their share of premium costs back to WVU. Premium deductions (pre-tax) owed to the University will begin on the first full pay after the employee returns to work and will be spread out over a minimum of six (6) consecutive pays. Employees also may elect to be billed for their premiums up front on a post-tax basis.

If an employee does not repay premiums, the employee’s coverage(s) may be canceled, which may leave the employee responsible for the full cost of claims incurred.

WVU also will ensure any Open Enrollment changes the employee has elected and approved by the vendor for Plan Year 2021 will be effective July 1, 2020.

Employees who wish to discontinue health insurance coverage may do so by completing a qualifying life event form through PEIA’s Manage My Benefits site.

To cancel coverage June 1 - change-in-status request must be submitted on or before Friday, May 22.
To cancel coverage July 1 - change-in-status request must be submitted on or before Friday, June 19.

Employees can re-enroll in health insurance upon return from temporary furlough. Supporting documentation will be required for re-enrollment (e.g., marriage certificates and birth certificates).

Life Insurance
Benefits-eligible employees enrolled in optional or dependent life insurance through Securian Financial may continue their insurance during the temporary furlough period.

As a courtesy, WVU will pay the employee’s portion of the premium (the amount normally deducted from the employee’s paycheck) until the temporary furlough ends, insurance is dropped by the employee, or the employee separates from employment; whichever comes first. Once this occurs, employees who continue life insurance coverage will be responsible for paying their share of premium costs back to WVU. Premium deductions (pre-tax) owed to the University will begin on the first full pay after the employee returns to work and will be spread out over a minimum of six (6) consecutive pays. Employees also may elect to be billed for their premiums up front on a post-tax basis.

If an employee does not repay premiums, the employee's coverage(s) may be canceled.

WVU also will ensure any Open Enrollment changes the employee has elected and approved by the vendor for Plan Year 2021 will be effective July 1, 2020.

Employees who wish to discontinue their optional and/or dependent insurance coverage may do so by completing a qualifying life event form through PEIA’s Manage My Benefits site.

To cancel coverage June 1 - change-in-status request must be submitted on or before Friday, May 22.
To cancel coverage July 1 - change-in-status request must be submitted on or before Friday, June 19.

Employees can re-enroll in optional and/or dependent life insurance upon return from temporary furlough; however, re-enrollment in optional and/or dependent life insurance will be subject to underwriting.

Additional health and life insurance resources: PEIA has put together resources for employees.
Optional Benefits

Mountaineer Flexible Benefits (FBMC)
Benefits-eligible employees enrolled in dental, vision, short or long-term disability, hearing, legal, healthcare or dependent flexible spending accounts (FSA) or health savings accounts (HSA) may continue all of these benefits during the temporary furlough period.

As a courtesy, WVU will pay the employee’s portion of the premium (the amount normally deducted from the employee’s paycheck) until the temporary furlough ends, benefits are dropped by the employee, or the employee separates from employment; whichever comes first. Once this occurs, employees who continue FBMC benefits will be responsible for paying their share of premium costs back to WVU. **Premium deductions (pre-tax) owed to the University will begin on the first full pay after the employee returns to work and will be spread out over a minimum of six (6) consecutive pays. Employees also may elect to be billed for their premiums up front on an post-tax basis.**

If an employee does not to repay premiums, the employee’s coverage(s) may be canceled, which may leave the employee responsible for the full cost of claims incurred.

WVU also will ensure any Open Enrollment changes the employee has elected and approved by the vendor for Plan Year 2021 will be effective July 1, 2020.

Employees who wish to discontinue their flexible benefits may do so by completing a **FBMC qualifying life event form.**

**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 will be required for re-enrollment (e.g., marriage certificates and birth certificates).

Additional optional benefits resources:
**FBMC qualifying life event form**
Optional Benefits

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 period. **Please note below, if an employee discontinues the group long-term disability, re-enrollment will be subject to underwriting.**

As a courtesy, WVU also will pay the employee’s portion of the premium (the amount normally deducted from the employee’s paycheck) until the temporary furlough ends, insurance is dropped by the employee, or the employee separates from employment; whichever comes first. Once this occurs, employees who continue AIG and/or Standard insurance coverage will be responsible for paying their share of premium costs back to WVU. **Premium deductions (pre-tax) owed to the University will begin on the first full pay after the employee returns to work and will be spread out over a minimum of six (6) consecutive pays. Employees also may elect to be billed for their premiums up front on an post-tax basis.**

If an employee does not to repay premiums, the employee's coverage(s) may be canceled, which may leave the employee responsible for the full cost of claims incurred.

Benefits-eligible employees enrolled in other voluntary benefits such voluntary pet insurance or identity protection are responsible for continuing individual payment to the vendor. **WVU will not be responsible for payment.**

Employees who wish to discontinue any of their optional insurances coverage may do so by completing the appropriate cancellation form.

**To cancel coverage June 1** - cancellation form(s) must be submitted to WVU Shared Services on or before Friday, May 22.

**To cancel coverage July 1** - cancellation form(s) must be submitted to WVU Shared Services on or before Friday, June 19.

Employees can re-enroll in these optional benefits upon return from temporary furlough.

Additional optional benefits resources:

- **AIG personal accident insurance cancellation form**
- **Standard long-term disability cancellation form**
- **Nationwide pet insurance cancellation** - call 877-738-7874
- **Identity theft protection cancellation** - call 800-789-2720
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 period, employees will not be receiving income from WVU, and therefore all contributions will be discontinued. Your account will remain active and will continue to accumulate interest on the balance invested.

Deductions discontinue: June 19 pay

Deductions resume: August 14 pay (or sooner if employee returns to work prior to July 26)

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 period, employees who are enrolled in a SRA will not be receiving income from WVU, and therefore all optional contributions will be discontinued. Your account(s) will remain active and will continue to accumulate interest on the balance(s) invested.

Deductions discontinue: June 19 pay

Deductions resume: August 14 pay (or sooner if employee returns to work prior to July 26)

Making changes to supplemental retirement accounts:
An employee can make changes to their withholding percentages at any time by completing a Supplemental Retirement Agreement (SRA) salary reduction agreement form.

Additional retirement resources:
TIAA CARES Act distribution and loan provisions
TIAA has put together resources for employees to help guide them through their long-term financial goals
Leave and Holidays

Annual Leave, Sick Leave and Compensatory Time Off (CTO)
During the temporary furlough period, 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.

Annual/Sick accruals discontinue: May 31
Annual/Sick accruals resume: July 31 (or sooner if employee returns to work prior to July 26)
CTO calculations discontinue: May 23
CTO calculations resume: July 26 (or sooner if employee returns to work prior to July 26)

All leave scheduled and approved between the dates May 24 and July 26 should be cancelled prior to May 23.

Floating Holiday
During the temporary furlough period, 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 period, 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)

Retiree Health Insurance - Sick Leave Conversion
The temporary furlough will not affect leave conversion rights for retiree health insurance.

Additional leave resources:
WVU Leave System
WVU Holiday Schedule
Years of Service (YOS)

Annual Leave Years of Service
During the temporary furlough period, employees will continue to accrue annual leave years of service for the following dates:

- May 31
- June 15
- June 30
- July 15

Increment Years of Service (Longevity)
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.

Increment Pay
During the month of July of each fiscal year, the Auditor’s Office shall pay annual increment to all eligible employees in the form of a lump sum payment.

All eligible employees on temporary furlough at the time payment is made shall receive any annual increment payment due to them concurrently with all other eligible employees.

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.

Additional YOS resources:
Years of Service information
Email CoronavirusHR@mail.wvu.edu
WVU Programs, Services and Discounts

During the temporary furlough period, employees will be eligible to continue utilizing the following WVU Programs, Services and Discounts:

**Care@Work by Care.com**
Care.com is a national organization of caregivers that brings eligible employees membership at no cost. Eligible employees will have access to care for every member of their family, no matter where they are nationwide, simply by signing up with their official WVU e-mail address.

**Graduate and Undergraduate Tuition Waivers**
Employees who have already applied to receive waiver(s) for Summer 2020 will continue to be eligible as long as they have applied by the specified deadlines.

**WVU Dependent Education Scholarship**
Employees who have already or will apply for their student dependent(s) to receive the Dependent Education Scholarship for Fall 2020 will continue to be eligible as long as they have applied by the specified deadline and the application has been verified by the Division of Talent and Culture.

**WVU Faculty and Staff Assistance Program (FSAP)**
The WVU Faculty Staff Assistance Program is here for all benefits-eligible employees at WVU. FSAP has experienced, licensed behavioral health clinicians available to help. Services through FSAP are confidential and can be provided by telehealth; they are accessible nearly everywhere you get phone service. FSAP does not require the employee to use their insurance benefits. Each employee and their dependents are eligible for three (3) free sessions a year. FSAP can provide assessments, counseling, referrals and follow-up services for employees who are struggling, or who just might need a little support to get through this difficult time. Please feel free to call for an appointment at 304-293-5590, email fsap@hsc.wvu.edu or visit the FSAP website.

**WVU Parking**
Employees impacted by the temporary furlough will not be receiving pay from WVU, therefore no parking deductions will be taken. Employees will resume parking deductions when they return to work without loss of parking privileges.

**WVU Perks**
WVU Perks is an online employee discount program that offers local and national discounts and deals on several everyday items and services.

**WVU Recreation Center**
For employees who have paid in full, their memberships will be extended for a period of time equal to the time that the Rec Center is closed. If the Rec Center re-opens during the temporary furlough period, members may contact CampusRec@mail.wvu.edu or 304-293-7529 to discuss how to gain access to the facility.
During the temporary furlough period, employees will not have access to their University email. An employee's email account will be inactive during the temporary furlough period; however, the account will continue to receive mail and employees may continue to use their email address to authenticate to WVU Perks or other benefits. If you are using your WVU email for personal reasons, such as receiving retirement statements or paying bills, you should immediately switch those services to a personal account.

Employees should work with their supervisor in setting an appropriate out of office message during the temporary furlough. An example would be "I currently am out of the office through [June 26/July 28] and am unable to access email. If you need immediate assistance, please contact [Contact Name] at [Contact Email/Contact Phone number]. Thank you.

WVU Phones
Employees should work with their supervisor in setting an appropriate out of office message during the temporary furlough. An example would be "I currently am out of the office through [June 26/Jul 28] and am unable to access my phone. If you need immediate assistance, please contact [Contact Name] at [Contact Email/Contact Phone Number]. Thank you.

Systems Access
During the temporary furlough period, employees no longer will have access to WVU Portal, including Oracle (MAP) or Banner enterprise applications, MyTime, leave system or pay statements.

Systems access will be restored to the employee upon their return to work.

Building Access
During the temporary furlough period an employee's access to buildings will be reviewed on a case-by-case basis to align with concerns related to security.

Access to building(s) will be restored to the employee upon to return to work.

If an employee requires access to their personal belongings prior to the start of the temporary furlough, the employee will need to work with their supervisor to make arrangements.

Pay Statements
Special note regarding June 5, 2020 pay statements:
Since employees will not be able to access their June 5 pay statements through Portal, WVU will email employee pay statements to the employee's personal email address collected in their temporary furlough employee information form.

Employees may want to review and print pay statements prior to the temporary furlough for reference. To view your pay statement, log into WVU Portal, click on the MyHR tab and then click Pay Statement.

View the 2020 WVU Pay Schedule and paycheck abbreviations.

Mountie Bounty
Employees that have funds on their Mountaineer Card (Mountie Bounty) will have their accounts frozen during the temporary furlough period. If an employee would like to request a refund of their account, please contact ITSHelp@mail.wvu.edu or 304-293-4444.

Mountain Line Transit
Employees will continue to have the ability to ride transit with their Mountaineer Card.
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).

How to file online:

![Image of a webpage for filing claims]

Not sure what state to file your unemployment claim?
Unemployment benefits are based on the state where the work is performed, not the individual’s state of residence.

- If (1) the individual files a claim with WorkForce West Virginia on their employment with WVU and (2) the work was performed in West Virginia, then it will be a West Virginia claim.
- If (1) the individual files a claim in an unemployment compensation office located in any other state, (2) was employed by WVU, and (3) the work was performed in West Virginia, then it will be a West Virginia claim regardless of the state in which the claim was filed.
- If (1) the individual files a claim in an unemployment compensation office located in any other state, (2) they were employed by WVU, (3) the work was performed in West Virginia, and (4) they had other employment in a state other than West Virginia, then it will be a combined wage claim against the state where the claim was filed. That state will contact WorkForce West Virginia for wage information that we have already reported.

If the individual works for WVU in a state other than West Virginia, and files a claim in that state, then it will be a claim against that state. In this situation, that state’s unemployment compensation unit will contact WVU directly.

Special Note: 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.

Additional unemployment resources:
- WorkForce West Virginia
- WorkForce West Virginia Unemployment COVID-19 Updates
- Federal Pandemic Unemployment Compensation (FPUC)
- WorkForce West Virginia Benefit Rate table and calculation

Calculate your weekly benefit NOW!
CARES Act Unemployment FAQs
Unemployment Compensation Web Application
WIC Eligibility
SNAP Eligibility
Contact Information and Additional Resources

Questions?
Email: SharedServices@mail.wvu.edu
Phone: 304-293-6006

Special Hours of Operation:
   Saturday May 9, 9 a.m. - 1 p.m.

Normal Hours of Operation:
   Monday through Friday, 7 a.m. - 7 p.m.

Additional COVID-19 University Resources
University Resources: coronavirus.wvu.edu
Talent and Culture Resources: talentandculture.wvu.edu/coronavirus-covid-19-resources

WVU Information Technology Services (ITS)
WVU Information Technology Services (ITS) service desk is available to assist employees prior to the temporary furlough period with technology-related questions about WVU supported applications such as Microsoft Teams and Zoom. ITS can help if you are having trouble connecting to an online meeting by computer or phone, or if you need help creating a personal email account.

Email: ITSHelp@mail.wvu.edu
Phone: 304-293-4444

Additional Resources:
Create a Gmail account
Create a Yahoo email account