



# **EMPLOYEE RETURN-TO-WORK RESOURCE GUIDE**

**June 2020**

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# Introduction

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## Employee Return-to-Work Resource Guide

West Virginia University is committed to assisting you through the temporary furlough return-to-work process. WVU Talent and Culture is providing you with this guide to ensure you have the information and resources necessary to prepare for returning to work.

The University has worked to ensure employees who were impacted by the temporary furlough had little or no disruption in their current and future-elected benefits (if applicable). During the week of July 6, you will receive an email to the personal email address you listed in your employee contact form outlining the following information for repaying your missed benefit premiums:

- Your preferred method of repayment (billing statement or payroll deductions);
- Either a billing statement for missed premiums owed, to be paid by personal check or a wage assignment agreement form for payroll deductions (the wage assignment form must be notarized); and
- Next steps, including information regarding free WVU notary services.

More information regarding benefit premium deduction payments is outlined in the benefits sections of this guide.

Additionally, if you have not yet been in contact with your supervisor, please be sure to reach out to them prior to your return-to-work date so that you understand the expectations of your return-to-work schedule and location.

WVU also has established [Return to Campus](#) resources, which outline the University's plan for returning to in-person instruction in the fall 2020 semester. Employees are encouraged to view the upcoming [Return to Campus webinars](#), scheduled every Thursday at 10 a.m., beginning June 4 through July 11.

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

# Repayment of Benefits

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## Insurance Benefits

Benefits-eligible employees enrolled in any of the following insurance coverages will need to repay their employee portion of missed premium deductions that West Virginia University paid on their behalf during the temporary furlough period:

- PEIA or the Health Plan health insurance;
- PEIA optional and/or dependent life insurance;
- Mountaineer Flexible Benefits (e.g. dental, vision, short or long-term disability, hearing, legal, healthcare or dependent flexible spending accounts (FSA) or health savings accounts (HSA));
- AIG accident insurance; and
- Standard group long-term disability insurance.

There are two methods of repayment of missed premium deductions, which employees elected when completing their employee information form prior to the temporary furlough period:

1. Payroll deduction (pre-tax/post-tax) from a minimum of six (6) consecutive pays, beginning with the first full pay after return-to-work; or
2. Payment (after-tax) in full by check or money order after receiving billing statement from Benefits Strategy. Checks may be made payable to "West Virginia University."

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 has ensured any Open Enrollment changes the employee has elected and have been approved by the vendor for Plan Year 2021 will be effective July 1, 2020. These elections will be included in the employee's billing statement or payroll deduction premium amounts owed.

## Missed Benefit Deductions

Below is an outline of the paychecks from which missed benefit premiums will be calculated.

### **Return-to-work June 28:**

Deductions missed include June 19 and July 3.

*Any regularly scheduled payroll deductions missed once you return to work that cannot be collected will be adjusted going forward, including the July 17 pay (one week pay).*

### **Return-to-work July 26:**

Deductions missed include June 19, July 3 and July 17.

*Any regularly scheduled payroll deductions missed once you return-to-work that cannot be collected will be adjusted going forward, including the Aug. 14 pay (one week pay).*

**If an employee is returning to work on a date other than June 28 or July 26, premiums will be calculated and emailed to them.**

# Benefits Repayment Options

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## Option 1: Payroll Deduction

This option is for employees who elected to have their missed benefit premiums deducted from their paychecks when they return-to-work. Premiums owed will be totaled over the amount of paychecks missed and divided over a minimum of six (6) consecutive pays, beginning with your first full paycheck after your return-to-work. A wage assignment agreement form will be required from each employee for payroll deduction, which also will require notary signature.

**Return-to-work June 28:**

Payroll deductions for premiums owed begin Aug. 14.

**Return-to-work July 26:**

Payroll deductions for premiums owed begin Aug. 28.

If an employee is returning to work on a date other than June 28 or July 26, premiums will be calculated and emailed to them.

**Timeline of next steps to process payroll deductions:**

**Week of July 6-10:** Email will be sent to your personal email address from WVU Benefits Strategy confirming your payroll deduction election. The email will contain all of the information you need to know on next steps for WVU to process your payroll deductions (a minimum of six (6) pays will be the default unless you have requested otherwise), completing the wage assignment agreement form and obtaining notary signature.

**Weeks of July 6-10, July 13-17 and July 20-24:** WVU will be offering notary public service for employees to have their payroll deduction wage assignment agreement notarized. This service will be free to employees. View the [notary schedule](#) section of the [guide](#) for dates, times and locations. Employees are not required to use the free notary service; they may visit a notary public of their choice (fees may apply).

Question regarding your wage assignment agreement form may be directed to WVU Benefits Strategy at [benefitsbilling@mail.wvu.edu](mailto:benefitsbilling@mail.wvu.edu).

## Option 2: Payment in Full by Check or Money Order

This option is for employees who elected to pay their missed benefit premiums in full by check or money order. Premiums owed will be totaled over the amount of paychecks missed.

**Timeline of next steps to process payment by check or money order:**

**Week of July 6-10:** Email will be sent to your personal email address from WVU Benefits Strategy confirming your pay by check or money order election. The email will contain your billing statement all of the information you need to know on next steps for WVU to submit your payment to WVU Benefits Strategy.

Checks or money orders may be made payable to 'West Virginia University.' Payment is due in full to Benefits Strategy on or before July 24, 2020.

Questions regarding your billing statement may be directed to WVU Benefits Strategy at [benefitsbilling@mail.wvu.edu](mailto:benefitsbilling@mail.wvu.edu).

# Notary Service

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This section is only applicable for employees who have chosen payroll deduction for their missed benefit premiums, and need to have their wage assignment agreement form notarized.

## Morgantown Campus

The [WVU Coliseum](#) is the location for free notary service for all dates and times below. Employees will be able to park in the Coliseum parking lot free of charge. Employees will come into the Coliseum to the ticketing booths by entering the Coliseum through the gold gate (facing Mon Blvd.). No appointment necessary.

### Dates and Times:

**Thursday, July 9:** 9 a.m. - 5 p.m.

**Tuesday, July 14:** 7:30 a.m. - 4:30 p.m.

**Wednesday, July 15:** 7:30 a.m. - 4:30 p.m.

**Tuesday, July 21:** 8 a.m. - 5 p.m.

### Contact Information:

Benefits Strategy

Ph: 304-293-8405

Email: [CentralBA@mail.wvu.edu](mailto:CentralBA@mail.wvu.edu)

Please bring your printed wage assignment agreement form. Please do not sign your form. Benefits Strategy will have copies of all employee's forms should you not be able to print it prior to coming.

## Beckley Campus

The WVU Institute of Technology, [President's Office](#) is the location for free notary service for all dates and times below. Employees may park in the lot beside the Classroom Building (behind the President's Office) and enter the President's Office via the front entrance (facing S. Kanawha St.). No appointment necessary.

### Dates and Times:

**Tuesday, July 14:** 8 a.m. - Noon

**Thursday, July 16:** 1 - 4:30 p.m.

### Contact Information:

Gina Grounds

Ph: 304-929-1229

Please bring your printed wage assignment agreement form. Please do not sign your form. Beckley will have copies of all employee's forms should you not be able to print it prior to coming.

## Keyser Campus

Employees at Potomac State College may use a notary service of their choice. Fees may apply.

**Note:** Please print and take your wage assignment agreement form with you. Once your form is notarized, please make a copy for your records and mail to: WVU Benefits Strategy, PO Box 6640 Morgantown, WV 26506.

The [Mineral County Courthouse](#) will notarize documents by appointment. Please call 304-788-1562. Employees also may reach out to their local bank to see if notary service is offered.

## What to Bring

Employees will want to bring the following items with them:

- Photo ID (WVU ID is acceptable);
- Your printed wage assignment agreement form received in your payment email from Benefits Strategy during the week of July 6-10. Please do not sign your form. *Benefits Strategy will have copies of all employee's forms at the Morgantown and Beckley campus locations, should you not be able to print it prior to coming;* and
- **Face covering.** Employees must bring and wear a face covering while on campus.

## What to Expect

In order to adhere to CDC recommendations, and to keep all employees safe, employees will be expected to wear a mask when entering campus buildings and practice social distancing of six (6) feet from others.

Signage will be posted for employees visiting the Morgantown and Beckley locations.

# Reinstatement of Benefits

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**This section is only applicable if an employee discontinued insurance benefits during the temporary furlough period.**

Benefits-eligible employees enrolled in any of the following insurance coverages had the option to discontinue these coverages during the temporary furlough period:

- PEIA or the Health Plan health insurance;
- PEIA optional and/or dependent life insurance;
- Mountaineer Flexible Benefits (e.g. dental, vision, short or long-term disability, hearing, legal, healthcare or dependent flexible spending accounts (FSA) or health savings accounts (HSA));
- AIG accident insurance; and
- Standard group long-term disability insurance.

## Re-enrollment Deadlines

Employees who discontinued any of their insurance coverages during the temporary furlough period may elect to re-enroll upon their return-to-work.

**To reinstate insurance coverages July 1** - request must be submitted on or before Tuesday, June 30. *Reinstatement may result in premium adjustments after the employee's return-to-work.*

**To reinstate insurance coverages Aug. 1** - request must be submitted on or before Friday, July 31.

## How to Re-enroll

**PEIA or the Health Plan health insurance** - visit PEIA's [Manage My Benefits](#) site. *Supporting documentation will be required for re-enrollment (e.g., marriage certificates and birth certificates).*

**Optional and/or dependent life insurance** - visit PEIA's [Manage My Benefits](#) site. *Re-enrollment in optional and/or dependent life insurance will be subject to underwriting.*

**Mountaineer Flexible Benefits (FMBC)** - complete a [FBMC qualifying life event form](#). *Supporting documentation will be required for re-enrollment (e.g., marriage certificates and birth certificates).* Form must be submitted to WVU Shared Services.

**AIG accident insurance** - complete an AIG [enrollment form](#) and submit to WVU Shared Services.

**Standard group long-term disability** - complete a Standard group LTD [enrollment form](#) and an [evidence of insurability form](#). *Re-enrollment in group long-term disability insurance is subject to underwriting.* Form must be submitted to WVU Shared Services.

**Nationwide pet insurance** - call 877-738-7874 to re-enroll.

**Identity theft protection** - call 800-789-2720 to re-enroll.

# Retirement (TIAA)

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## 401(a) Mandatory 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 period, employees were not receiving income from WVU. Therefore, all contributions were discontinued. Employee's accounts remained active and continued to accumulate interest on the balance invested.

**June 28 return-to-work date:** Deductions discontinued on the June 19 pay and will resume on the July 17 pay (or sooner if employee returns to work prior to June 28)

**July 26 return-to-work date:** Deductions discontinued on the June 19 pay and will resume on the 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 were not receiving income from WVU. Therefore, all optional contributions were discontinued. Employee's accounts remained active and continued to accumulate interest on the balance invested.

**June 28 return-to-work date:** Deductions discontinued on the June 19 pay and will resume on the July 17 pay (or sooner if employee returns to work prior to June 28)

**July 26 return-to-work date:** Deductions discontinued on the June 19 pay and will resume on the Aug. 14 pay (or sooner if employee returns to work prior to July 26)

## Making Changes to Your SRA:

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](#)



# Employee Leave

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## Annual Leave, Sick Leave and Compensatory Time Off (CTO)

During the temporary furlough period, employees were not eligible to accrue or use annual or sick leave or Compensatory Time Off (CTO). Accrued balances were frozen on the date the employee began temporary furlough and will resume when the employee returns to work.

Annual/Sick accruals discontinued: May 31 (or later if employee did not begin temporary furlough on May 24)

Annual/Sick accruals resume: July 31 (or sooner if employee returns to work prior to July 26)

CTO calculations discontinued: May 23 (or later if employee did not begin temporary furlough on May 24)

CTO calculations resume: July 26 (or sooner if employee returns to work prior to July 26)

All leave that an employee canceled between the dates May 24 and July 26 can be requested again, if needed.

## Floating Holiday

During the temporary furlough period, employees were not eligible to use floating holiday hours. **The deadline to use floating holiday hours has been extended to Aug. 31, 2020.**

All floating holiday that an employee canceled between the dates May 24 and July 26 may be requested again if dates were canceled and the employee was returned to work.

# Increment (Longevity Pay)

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## 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. 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 (including those on temporary furlough) are eligible for payment in July.

Employees who are not on temporary furlough on July 24 will receive payment on that date, which is the day the state of West Virginia will be issuing payments.

**All employees who are on temporary furlough on July 24 will receive payment one week later (July 31).** This delayed payment will ensure there will not be any adverse effect to the employee's unemployment compensation for the week of July 19 - 25.

**Additional YOS resources:**  
[Years of Service information](#)

# WVU Programs, Services and Discounts Update

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

## Graduate Tuition Waivers

[Graduate Tuition Waivers](#) are now available for Fall 2020. Visit the graduate employee [tuition waiver form](#) website. Employee waivers will be accepted until Sept. 23, 2020.

## WVU Credit Union

Employees who are customers at the [WVU Credit Union](#) will resume WVU payroll deductions to the credit union upon their return-to-work (e.g., loan payments, savings accounts payments, etc.).

## 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. Members may contact [CampusRec@mail.wvu.edu](mailto:CampusRec@mail.wvu.edu) or [304-293-7529](tel:304-293-7529) to discuss how to gain access to the facility.

## WVU Parking

Employees impacted by the temporary furlough did not receive pay from WVU. Therefore, no parking deductions were taken. Employees will resume parking deductions when they return-to-work without loss of parking privileges.

## WVU Tax Services

Employees who received Unemployment Compensation during the temporary furlough period and who are wanting to make any changes to their applicable state tax withholding may do so by completing an [income tax withholding form](#).

# System and Building Access

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## Systems Access

Upon returning to work, employees will need to reset their WVU password in order to regain access to University systems, including email.

To reset your password, visit [login.wvu.edu](http://login.wvu.edu) and select the “Forgot or Change Password” button. Follow the steps to create a new password.

The time it takes to restore your access depends on how many systems you use, but it should generally be less than an hour. If you have problems logging into specific systems maintained by your college or department IT staff, please contact your supervisor or IT director.

## WVU Email

Upon returning to work, employees should remove any out of office replies they set prior to the temporary furlough period.

## WVU Phones

Upon returning to work, employees should remove any out of office messages they set prior to the temporary furlough period.

## Building Access

Access to building(s) will be restored after the employee has returned to work and reset their WVU password, as described in the systems access information above.

# Contact Information and Additional Resources

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## Questions?

Email: [SharedServices@mail.wvu.edu](mailto:SharedServices@mail.wvu.edu)

Phone: [304-293-6006](tel:304-293-6006)

Special Hours of Operation:

Sundays from June 7 through July 26, 1 - 5 p.m.

Normal Hours of Operation:

Monday through Friday, 7 a.m. - 7 p.m.

## Benefits Payment Questions?

Email: [BenefitsBilling@mail.wvu.edu](mailto:BenefitsBilling@mail.wvu.edu)

Phone: [304-293-8405](tel:304-293-8405)

## Additional University Resources

University Return to Campus Resources: <https://www.wvu.edu/return-to-campus>

Talent and Culture Resources: [talentandculture.wvu.edu/coronavirus-covid-19-resources](http://talentandculture.wvu.edu/coronavirus-covid-19-resources)

## WVU Information Technology Services (ITS)

WVU Information Technology Services (ITS) service desk is available to assist employees during and after the temporary furlough period with technology-related questions about WVU supported applications such as WVU email, phone and login.

Email: [ITSHelp@mail.wvu.edu](mailto:ITSHelp@mail.wvu.edu)

Phone: [304-293-4444](tel:304-293-4444)