



## SPA Temporary Employees Flexible Furlough Reductions

The Governor's Executive Order for a 1/2% (.5%) reduction of annualized salary applies to temporary employees regardless of funding source. There are two options for applying the reduction for temporary SPA employees:

1. Reduce the number of hours worked in May proportional to the approximate average number of hours worked per month.

For example, employees averaging 160 hours per month (full-time equivalency) should reduce May hours by 10. Those working 120 hours per month (FTE .75) should reduce hours worked in May by 8. Those working 80 hours per month (FTE .50) should reduce hours worked in May by 5. No reduction is required for temporary employees working less than 80 hours per month.

2. Reduce pay by 1/2% (.5%) of the amount earned since July 1, 2008.

For example, if the employee earned \$20,000 between July 1, 2008 and May 31, 2009, the June 15 pay would be reduced by \$100.00.

The timesheets submitted to payroll on June 1 for hours worked by temporary SPA employees in May will need a statement initialed by the employee and supervisor certifying a reduction in hours or authorizing the reduction in pay based on the entire annualized salary.

For example: Option 1: Schedule was reduced by 10 hours.

Option 2: Employee's June 15, 2009 pay to be reduced by \$\_\_\_\_\_ which is 1/2% (.5%) of total fiscal year 08-09 earnings.

Contact JoAnn McDowell, [mcdowellj@uncw.edu](mailto:mcdowellj@uncw.edu) for the amount of the salary reduction to be applied for Option 2.