

## Frequently Asked Questions for VWSAP

1. Why is the University doing this program?

It offers employees an additional way to take time off without impacting their benefits. It is an effort to maintain work/life balance. The program is offered to all staff employees. It should not be confused with Faculty Plan C.

It offers the University cost savings.
2. Do I have to participate in the program?

No, it is a mutually agreed upon arrangement between the Employee and Supervisors.
3. As a Supervisor, will I be able to hire someone to fill in for my employee when he or she is off under the voluntary work schedule adjustment program (VWSAP)?

There will be no back fills for any of the employees who select a VWSAP. This means no temporary employees, contract employees, student employees or employees working out of class will be allowed.
4. What will happen to my benefits if my hours are reduced under **Plan A** or **Plan B**?

Your health care, dental, life insurance, and short term and long term disability plans will continue as usual. Any employee cost sharing will continue. Based upon your plan, your retirement plan may be impacted: TIAA-CREF is based upon a percentage of earnings and MPERS service credit is based upon time worked and amount of salary.
5. What happens to my payroll deductions under **Plan A** or **Plan B**?

Payroll deductions will be impacted based upon which plan you select. It is up to the employee to review his/her own situation. Keep in mind, deductions with a goal will be affected. For example, under **Plan A**, if you are enrolled in the PPO Option 2 and/or have a Flexible Spending Account (FSA) these deductions will be doubled the next pay period. Under **Plan B**, the health care (Option 2) and FSA deductions will continue to be deducted.
6. What will happen to my sick and annual time?

You will continue to accrue sick and annual leave according to your employee class. If you were to take a full pay period off under **Plan A**, sick and annual leave accruals will be manually adjusted and reflected as a full accrual on the following pay period. Under **Plan B**, your annual time will continue to accrue based upon your employee class. Sick hours, for those who accrue time, will continue based upon employee class reflected in the following pay period. Under **Plan C**, you will not accrue annual or sick time.
7. Will I have a break in service?

No, there will be no break in service for employment purposes.
8. What will happen to my benefits if I select an unpaid leave of absence under the **Plan C** program?

Your dental and life insurance will remain in place. You must pre-pay your health care premiums (Option #2 and any FC Riders) prior to the start of your leave. These arrangements must be made in advance through the Benefits Office. If you have a Flexible Spending Account (FSA), you must discuss your options with the Benefits Office in advance. Your short term and long term disability plans will be suspended while you are on leave. Retirement contributions will cease. If you are enrolled in MPERS, you will not receive service credit.

9. What will happen to my payroll deductions under **Plan C**?  
All of your deductions will stop since you will not be receiving a check.
10. What will happen to my health care waiver payment and/or cell phone allowance if I select **Plan C**?  
You will continue to receive a check with these payments.
11. Where can I find the forms for these plans?  
The forms can be found on Human Resources and Payroll's web sites (TBD) and in Human Resources, 140 McKenny Hall.
12. When do I complete the form?  
The forms must be completed at least three weeks prior to the start of the selected plan.
13. Will this plan impact my longevity, step increase and holiday pay?  
If you select **Plan A or Plan B**, your step increases and holiday pay will not be impacted. If you receive longevity pay, it will be impacted as it is based upon the prior year earnings.  
  
If you select **Plan C**, all will be impacted.
14. How long can I use this plan?  
This is a one (1) year pilot program.
15. Will a Personnel Action Form (PAF) need to be completed as well?  
Yes, for **Plan C** only, a PAF will be completed by Human Resources.
16. How do I record my time for Payroll?  
**Plan A and Plan B:** Bi-Weekly Staff will record their time on the WTE Time Sheet using the Earning labeled "Voluntary Work Adjustment." Semi Pay Staff Will be entered by the Payroll Staff from the approved agreement forms.  
**Plan C:** No entry required.
17. What if my appointment is reduced for Spring and/or Summer?  
If an employee works full time for Fall and Winter, then has their appointment reduced during Spring and/or Summer, the employee is still considered full time and may be eligible to apply for **Plan A, B or C**.
18. What if I am on a less than annual appointment?  
An employee, who has an 8 or 9 month appointment, is not eligible to apply for or continue on a **Plan A, B or C** leave at the expiration of his/her appointment.