



CASE

MANDEL SCHOOL OF APPLIED SOCIAL SCIENCES



Workforce Options FY07

Important HR Reminders!

Review your pay advice!

- There have been problems with faculty and staff checks.
- You are responsible for catching the problems so that they can be resolved.

Vacation accrued during FY2004/05 must be used by June 30, 2006!

- As of July 1, you will lose it.

How University Budget Cuts will impact MSASS

While MSASS and all Schools will pay the same in University indirect expense in FY07 (except Utilities), Central Administration departments will decrease their budgets.

- This is the Schools contribution to the University deficit.
- Schools will not pay more in FY07, however, services will decrease.

Examples:

- Payment requests, and in general, all processing in Controller's Office, will be slower.
 - Please inform vendors, consultants, honoraria recipients... of the longer processing time for checks.
- Custodial Services will be decreased – common areas will be cleaned daily, offices and suites less often.
 - Please help us to keep our building clean!

How University Budget Cuts will impact MSASS

All Schools and Divisions will be held to a staff salary increase pool of 2%.

- There will be no exceptions!
- This includes staff on funded projects and research associates.
- HR will be monitoring this throughout the year.
- Remember, for every person who receives more than a 2% increase, someone will receive less than 2%!

Workforce Options

- The University has developed a series of options that faculty and staff can consider taking as a part of their employment.
- The primary purpose for developing these options is due to the budget crunch that Case is currently facing.
- While MSASS is fiscally sound, staff may be interested in some of the options that are available, and may be able to take advantage of them.
- Ultimately, supervisors and administration will make the decision as to whether an individual may participate in one of the options.
- All options are voluntary!

1. Faculty Retirement Option Program

- A letter has been delivered to eligible faculty.

2. Voluntary Individual Early Retirement for Staff

- Requirements:
 - 60 years of age by December 31, 2006
 - 15 years of continuous service by December 31, 2006
- Benefits of early retirement are primarily based on receiving health care benefits for a period of time upon retirement.
- Please discuss with your supervisor and Karen Powers if you are interested and eligible.

3. Remove Vacant Positions from Job Posting

- Elimination of currently posted or budgeted positions is designed to be a permanent change to the budget.
- Responsibilities will need to be reassigned, job descriptions updated if necessary.

4. Reorganizations

- Involves layoffs of existing staff.

Note: Central Administration and several Schools will be laying off staff in the next month or two.

5. No Overtime

- Overtime would require supervisor and MSASS Administration approval.
- In lieu of overtime, non-exempt staff can receive comp time.
- Comp time is to be taken within the same week as the overtime. Some exceptions may be allowed.

6. Position Upgrade Moratorium

- Position upgrades during FY07 will require University Administrative approval.

7. CaseWorks for Campus

- Telecommuting opportunities could be available to those with jobs that allow some essential functions to be performed away from campus.

8. Partial Work Year Arrangements

- Work 9 or 10 months of year.
- Health care benefits will not be reduced.
- Other benefits will be reduced based on amount of time worked.

9. Vacation Raise

- Instead of receiving an increase in FY07, an employee can opt to receive additional vacation days.
- Number of days yet to be determined.
- This option would not change the increase pool available for staff increases.

10. Reduced Scheduling

- Non-exempt employees could choose to reduce their work hours from 75 to 60 hours in a two week period.
- Health care benefits would not be reduced.

11. Vacation Buy-Up Program

- Employee may purchase up to 20 additional vacation days.
- Buy-up days are to be used during FY07.
- Buy-up days cannot be carried over.
- Buy-up days cannot be paid out if employee leaves University.
- Pay would be reduced via a deduction over 12 months.

Workforce Options Deadline

- Anyone interested in any of these options must inform Administrative Services by April 27.
- You should speak to your supervisor and Karen Powers prior to this to determine if it is feasible.

Important Points to Remember for Workforce Options

- All options are voluntary.
- Management has final decision as to whether an employee is eligible to take advantage of a particular option.
- Health care benefits will not be reduced with any voluntary reduction in work schedule.
- School must revise job description to remove certain functions that allow position to be reduced.
- Other job descriptions may need to be revised to take on responsibilities of those with reduced schedule.
- Management has authority to make decision as to whether a position may return to a full-time status at some future date.