



## COVID-19 RESPONSE – DEPARTMENT TOOLKIT

Updated 10/14/2020

While the University prioritizes strategies to ensure that all employees are treated equitably and to maintain the viability of the University, UHRM can offer assistance. Departments can reach out to their assigned HR Associate Director for information and assistance. The following is a summary of assistance UHRM can provide to departments. Additional information on each option is attached.

### Leave Donation Bank

*Employees who have vacation accruals eligible for pay-out at termination of employment may donate leave hours to a leave bank. The donating employee's department must approve the donation and transfer the value of the donated hours to the leave bank. Employees may apply for donated hours to use when they are not able to work for a reason related to COVID-19.*

- Eligible to Donate: Employees with accrued vacation – department must authorize and transfer funds
- Eligible to Receive: Employees in benefit-eligible positions
- Length: until the end of the COVID-19 emergency
- Health Coverage: benefits are continued as if the employee were actively at work
- Forms and Information:
  - [Leave Sharing Plan](#)
  - [Leave Donation Form](#)
  - [Leave Request Application](#)

### Employee Reassignments

*UHRM is gathering a list of employees who are interested in being reassigned to another area within the University. Departments who need employees temporarily can contact UHRM to receive information on employees who may match the department's needs.*

- Eligibility: All employees who are available to work and do not have work that can be done remotely (preference may be based on years of service with the University)
- Interested Employees Apply: <http://coronavirus.utah.edu/employee-response-support>
- Interested Departments Form: <http://coronavirus.utah.edu/department-support-request>
- Length: as long as needed
- Health Coverage: benefits are continued as if the employee were actively at work in the employee's home department

### Phased Retirement

*The University's Phased Retirement Program can immediately reduce salary expenses for faculty and staff. Departments may use the one-year trial option for employees they intend to return to full effort following the COVID-19 crisis. Because there will be a cost to the department, department leadership*

#### University Human Resource Management

250 East 200 South, Suite 125, Salt Lake City, Utah 84111

Phone: (801) 581-7447 / Fax: (801) 585-7375

Email: [AskHR@utah.edu](mailto:AskHR@utah.edu) / Web: [www.hr.utah.edu/benefits](http://www.hr.utah.edu/benefits)

*may reach out to employees who would qualify for this program based on the needs and financial abilities of the department.*

- Eligibility: Age 55 and 5 years of benefit-eligible service
- Length: Three to five years / one-year trial option available
- Health Coverage: Employee Health Care Plan
- Special Benefits: Continue benefits as a full-time employee at any FTE; additional pay equal to reduced 401(a) Plan contribution
- Forms and Information:
  - [Phased Retirement Summary](#)

### **COVID-19 Related Employment Furloughs (“CR Furloughs”)**

*Temporary reductions in the workforce are a last resort, to be considered only when alternative measures have been exhausted or cannot be implemented. A furlough is a leave of absence without pay. The University’s benefit plans all allow employees to retain benefits for up to 12 months of leave. The University will cover the full cost of the employee’s health plan premiums and employer-provided life insurance during the furlough.*

*CR Furloughs must be authorized by the department’s cognizant Vice President.*

1. Voluntary CR Furloughs – units may offer the option of taking a voluntary furlough with benefits to groups of employees
2. Mandatory CR Furloughs – units select employees or certain categories of employees for furlough with benefits
3. Mandatory rotating CR Furloughs – units select employees with similar job skills take rotating furloughs with benefits
  - Eligibility: Employees in benefit-eligible positions
  - Length: Determined in accordance with the needs of the department – up to 12 months
  - Health Coverage: Departments pay the full cost of the employee’s health coverage in addition to the regular employer-provided life insurance
  - Other Benefits: Employees may elect to retain other benefits as if the employee were actively at work by paying the cost through billing
  - Forms and Information:
    - [Furlough Guidance Document](#)
    - [Furlough FAQs](#)