

Academic Resource Guide: Information for those affected by Salary Reductions



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Preface

This guide, titled *Academic Resource Guide: Information for those Affected by Salary Reductions*, presents a summary of information drawn from University policies and procedures as approved by the Curators of the University of Missouri and the president. The guide gives an overview of the resources available to employees affected by a reduction. The University reserves the right to add, amend or rescind any aspect of this guide at any time and for any reason. This guide is a reference resource only. The applicable Human Resources (HR) policies, Collected Rules and Regulations (CRR) and benefit plan documents are the sources of authority and control. If there is a conflict between the language in this guide and the language in any of the source policies, rules or plans, the language in the source policies, rules or plans apply. This guide does not create or alter any contractual rights if applicable.

The effective date of this guide is May 4, 2020

This guide is provided for academics whose Salary Reduction effective date is on or after the implementation of HR-720.

Introduction

This guide details information on the support available to you upon notice of a Salary Reduction for your appointment with the University. It also answers many questions you may have about pay implications and benefits during a reduction.

Read this guide carefully. If you have a printed version, as opposed to electronic, please refer to the footnotes at the bottom of each page, which lists the full URL for each hyperlink in the text.

Type of Salary Reduction Measure

Type of Reduction	Description
General Temporary Salary Reduction	Chancellor approved temporary salary reductions that will apply to general categories of faculty and other employees on academic appointments.
Criteria-Based Salary Reduction	Chancellor approved criteria for reducing salaries of tenured faculty.
Salary and FTE Reductions for Employees on Term Academic Appointments	Salary and/or FTE reductions at the time of renewal for mission-related reasons.
Non-Renewal Unranked Faculty or Other Non-Regular Academic Appointments	Non-renewal of contract based on extenuating circumstances.
Non-Renewal Non-Tenure Track (NTT)	Non-renewal of contract based on extenuating circumstances.
Layoff and Transition Assistance	Reference the Layoff and Transition Assistance Resources

Covered Employees

General Temporary Salary Reductions

- Tenured and tenure-track faculty,
- NTT faculty,
- Unranked faculty, and
- Other employees on non-regular academic appointments.

Criteria-Based Reductions

- Tenured faculty

Salary and FTE Reductions for Employees on Term Academic Appointments

- Ranked, NTT faculty
- Unranked, NTT (such as adjuncts, instructors, lecturers), and
- Other employees on non-regular academic term appointments (such as research associates, research assistants)

Coverage of University Health and Welfare Benefits during a salary reduction

You may continue your current health and welfare benefits during a salary reduction measure leave of absence. The University will continue to pay its portion of your benefits during any payroll reduction measure, paid or unpaid.

Retirement Plans

Core Retirement Plans

Defined Benefits (DB Plan or DB portion of Hybrid Plan):

If you participate in the Defined Benefit (DB) Plan or Hybrid Plan as your core retirement plan, your contributions to the defined benefit portion of the plans will continue.

Defined Contribution Benefits (Hybrid Plan or DC Plan):

Employee contributions to defined contribution plans work in the same way as contributions to Voluntary Retirement Plans. Your defined contribution retirement accounts will remain in place.

Voluntary Retirement Plans (VRPs)

VRPs include the 403(b) pretax, 403(b) irrevocable, 403(b) Roth after-tax, 457(b) pre-tax and 401(a) Supplemental Retirement Plan. Your VRPs will remain in place with deductions occurring.

Contact the [VRP administrator](#)¹ for questions.

Tuition benefits for employees, spouses, and dependents

Educational Assistance for Employees

Effective March 1, 2020, pursuant to CRR 230.070 (HR-303), employees who are experiencing a reduction may continue eligibility for Educational Assistance. Employees who separate from the University may also complete the semester in which they are enrolled. Employees who have separated from the university are not eligible for educational assistance in future semesters.

Tuition Reduction for Spouses and Dependents

Spouses and dependents who are receiving tuition reduction will remain eligible for the benefit during any reduction period.

Salary Reduction Checklist

You have many decisions to make when experiencing a salary reduction. Use this checklist as a guide to organizing actions needed to receive benefits and more.

- Know your effective date and the length of your reduction.**
 - These effective dates are included in your notification letter.
- Assess your paycheck deductions.**
 - Contact Parking and Transportation regarding your parking deductions.
 - To determine what other voluntary deductions you may want to be stopped, you must contact those departments directly.
- Be aware of your tuition assistance coverage.**
 - If you are an employee receiving assistance:
 - Effective March 1, 2020, pursuant to CRR 230.070 (HR-303), employees who are experiencing a payroll reduction measure may continue eligibility for Educational Assistance.
 - If you have dependent(s) receiving assistance:
 - Spouses and dependents who are receiving tuition reduction will remain eligible for the benefit during any payroll reduction measure, provided they meet the eligibility requirements of the program.

¹ <https://umurl.us/benadmin>

Appendix A: Frequently Asked Questions

Visit the following website for questions regarding HR-720:

[HR-720 Policy on Salary Reductions for Faculty and Other Academic Appointees Q&A](#)



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Appendix B: Unemployment Assistance



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Unemployment Assistance

Contact the Missouri Department of Labor, Division of Employment Security,² for assistance in filing for unemployment benefits. The department advises that you file an unemployment claim as soon as you become unemployed to avoid a loss of benefits.

Regional Claims Centers (RCCs) are available:

Address and Fax Number for All Regional Claims Centers (RCC)

PO Box 3915, Jefferson City, MO 65102-3915
Fax 573-751-9730

Jefferson City RCC

Local Calling Area 573-751-9040
Outside Local Calling Area 800-320-2519

Kansas City RCC

Local Calling Area 816-889-3101
Outside Local Calling Area 800-320-2519

Springfield RCC

Local Calling Area 417-895-6851
Outside Local Calling Area 800-320-2519

St. Louis RCC

Local Calling Area 314-340-4950
Outside Local Calling Area 800-320-2519

² <https://labor.mo.gov/des>

Appendix C: Resources for Coping with Stress



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Resources for Coping with Stress

Stress can have a profound effect on your emotional wellbeing. There is a typical cycle that most people experience. Please seek help using the resources available on your campus and/or online articles.

Employee Assistance Program (EAP)

The EAP is a free, confidential service available to you and your family. Seek help for a variety of personal concerns, including stress management, depression, financial pressure or relationship difficulties. Services include screening, referral, problem-solving, crisis intervention, consultation and training/development.

Find campus locations and hours for [EAP services online](#)³. You may also contact your campus Office of Human Resources for a full list of assistance options.

Articles

Centers for Disease Control and Prevention: Stress and Coping <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

Psychology Today: Coping with Coronavirus Stress

<https://www.psychologytoday.com/us/blog/modern-mentality/202003/coping-coronavirus-stress>

Mayo Clinic: Coping with Stress: Workplace Tips

<https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/coping-with-stress/art-20048369>

MU Health Care wellness resources document

<https://missouri.app.box.com/s/84rdt7ypikuxzjpm83s1ns81f3eix8sa>

You may also find some interesting articles offered on the EAP website:

www.umsystem.edu/totalrewards/benefits/eap_training_programs

³ <https://umurl.us/eap>



Office of Human Resources

University of Missouri System

1105 Carrie Francke Dr.
Suite 108
Columbia, Missouri 65211

www.umsystem.edu

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