

Administrative, Service and Support Staff Resource Guide: Information for those affected by Payroll Reduction Measures



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Preface

This guide, titled *Employee Resource Guide: Information for those affected by a Payroll Reduction Measure*, 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 or at-will employment status if applicable.

The effective date of this guide is April 22, 2020

This guide is provided for employees whose Payroll Reduction Measure effective date is on or after the implementation of HR-710.

Introduction

This guide details information on the support available to you upon notice of a Payroll Reduction Measure for your position 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.

Types of Payroll Reduction Measures

Type of Pay Reduction Measure	Description
Temporary Pay Rate Reduction	Pay rate reduction % or flat rate with a defined start and end date
Temporary FTE Reduction	FTE reduction with a defined start and end date
Short-Term Furlough	University required one-workweek, unpaid leave from work
Long-Term Furlough	University required leave from work that will be no less than 2 consecutive weeks and will not exceed 12 weeks. Employees are required to use vacation time until exhausted.
Seasonal Leave of Absence	A specific period of leave due to reduced operations not to exceed 3 months. Employees may use accrued vacation.
Excused Absence without Pay	University required leave of less than one week. Non-exempt employees may use accrued vacation and/or personal days.
Layoff and Transition Assistance	Reference the Layoff and Transition Assistance Resources

* Reduction measures may be used in combination or may be reoccurring.

Covered Employees

- Benefit-eligible administrative, service and support employees
- Variable hour administrative, service and support employees
- Student employees who are not receiving federal work-study benefits.

Coverage of University Health and Welfare Benefits during a payroll reduction measure

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

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 payroll reduction measure 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 payroll reduction measure.

Retirement Plans

Core Retirement Plans

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

If you participated in the Defined Benefit (DB) Plan or Hybrid Plan as your core retirement plan, your contributions to the defined benefit portion of the plans are not required during an unpaid leave of absence.

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.

Earning Service Credit

Furloughs count toward credible service up to 30 calendar days, whether the employee is paid or unpaid during the furlough. If the leave extends beyond 30 calendar days, the days over and above would not be creditable service. For more details related to the retirement plan, please contact your HR campus Benefit/Retirement Specialist or the HR Service Center.

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. During your leave of absence, your VRPs will remain in place with deductions occurring if in paid status

For a cash distribution or rollover, contact the [VRP administrator](#)¹ to obtain the appropriate forms.

Retirement in Lieu of or During a Payroll Reduction Measure

Defined Benefit Retirement (DB Plan or Hybrid Plan)

Retirement eligible employees may elect to end their leave early to retire. An election to retire in lieu must be made in writing and submitted to the HR campus Benefit/Retirement Specialist. For more details related to the retirement plan, please contact your HR campus Benefit/Retirement Specialist or the HR Service Center.

¹ <https://umurl.us/benadmin>

Payroll Reduction Measure Checklist

You have many decisions to make when experiencing a payroll 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 leave.**
 - These effective dates are included in your notification letter.
- Assess your paycheck deductions.**
 - Contact Parking and Transportation regarding your parking deductions.
 - Union dues will automatically stop effective at the beginning of an unpaid leave of absence.
 - 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.

Appendix A: Frequently Asked Questions

[HR-710 Payroll Reduction Measures for Administrative, Service and Support Employees 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>



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