THE UNIVERSITY OF KANSAS

POLICY TITLE: Furloughs and Reduction of Pay in Circumstances of Budgetary Constraints or Reduction

POLICY PURPOSE: To fulfill its fiscal responsibilities during times of budgetary constraints or reduction, the University may exercise its authority to implement furloughs or to reduce employees' salary or hourly rates of pay, as necessary.

APPLIES TO: Faculty, staff, and student employees, regardless of funding source.

POLICY STATEMENT: In times of budgetary constraints or reduction, including situations that do not yet constitute financial exigency, the University may take actions affecting the pay and/or the appointments of employees.

The University may furlough faculty, staff, and/or student employees for a specified time period or may invite voluntary leaves without pay.

The University may reduce salary or hourly rates of pay of its unclassified staff and faculty and/or student employees, as necessary. These reductions may be of a temporary or permanent nature, depending upon the severity of the budgetary constraint or reduction.

The Chancellor has delegated to the Executive Vice Chancellor and Provost (Lawrence) and the Executive Vice Chancellor (KUMC) the authority to take actions set forth in this policy.

SPECIAL CIRCUMSTANCES: The University adheres to applicable state and federal laws and regulations, and to Kansas Board of Regents policies in exercising its authority. The University will adhere to pertinent provisions in ratified memoranda of agreement as they relate to these actions.

CONTACTS: Responsible Office: Office of the Chancellor

Contact for all programs reporting to the Lawrence campus:
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APPROVED ON: July 10, 2009

EFFECTIVE ON: July 10, 2009

RELATED DOCUMENTS: **Resources applicable only to the Lawrence campus:**
For unclassified professional staff:
http://www.hreo.ku.edu/files/documents/ups_nonreappointment_faq.pdf
http://www.hreo.ku.edu/policies_procedures/termination/ups_non_reappointment

For university support staff:
http://www.hreo.ku.edu/files/documents/uss_layoff_faq.pdf
https://documents.ku.edu/policies/hreo/LayoffPlanforUniversitySupportStaff.htm
http://www.hreo.ku.edu/policies_procedures/termination/uss_layoff

DEFINITIONS: Furlough – leave without pay required by the University for budgetary reasons.

Reduction in hourly rates of pay – a reduction in the hourly rate of pay of non-exempt employees due to budgetary reasons. A reduction in hourly rate of pay may affect benefits and compensation.

Reduction in salary – a decrease in compensation of exempt employees due to budgetary reasons. A reduction in salary may affect benefits, compensation, and exempt status.

KEY WORDS: Furlough, salary reduction, hourly rate of pay reduction

REVIEW/CHANGE HISTORY: 07/10/2009: Approved by the Chancellor