

Nevada System of Higher Education



November 17, 2020

NOTICE: MANDATORY FURLOUGH FOR FISCAL YEAR 2021

Dear Member of the NSHE Community:

Nevada is experiencing emergency budget shortfalls due to statewide disruptions in commerce and revenue as a result of the COVID-19 global pandemic. To address this fiscal emergency, the Nevada State Legislature convened the 31st Special Session and passed Assembly Bill (AB) 3, which was signed into law by Governor Sisolak. Pursuant to AB 3, all full and part-time employees of the State, which includes faculty and employees of the Nevada System of Higher Education (NSHE), are required to take unpaid furlough leave that amounts to a 4.6 percent reduction in monthly compensation.

On November 13, 2020, the Board of Regents approved and adopted the “Furlough Policy for NSHE Faculty and Employees Due to COVID-19 Budget Shortfall for Fiscal Year 2021,” which was codified as Chapter 4, Section 20 of the NSHE Procedures and Guidelines Manual, and implements the mandates of AB 3.

You are hereby notified pursuant to Chapter 4, Section 20 of the NSHE Procedures and Guidelines Manual and Title 2, Chapter 5, Sections 5.4.4 and 5.4.12 of the NSHE Code, **EFFECTIVE DECEMBER 1, 2020**, your position will be required to take unpaid furlough leave from December 1, 2020, through June 30, 2021. Faculty and employees receiving this notice will see a reduction in monthly compensation of 4.6 percent for 6 monthly pay periods beginning on January 1, 2021, and concluding on June 1, 2021.

If you are a member of administrative faculty or academic faculty on a 12-month contract (Contract A), you will be required to take 6 days (48 hours) of furlough leave. If you are a member of academic faculty on a 9-month contract (Contract B), you will be required to take 4 days (32 hours) of furlough leave.

For administrative faculty or academic faculty, furlough leave shall be requested in the manner that other leave is requested. Furlough leave shall appear in your Workday account on December 1, 2020, and use is subject to supervisor approval. All leave must be used by June 30, 2021, and unused leave has no monetary value. Deductions shall occur from your monthly compensation whether furlough leave is used for that month or not.

If you are a part-time faculty member or employee not on an A or B Contract position, such as letter of appointment, part-time instructor, or temporary hourly employee, your furlough leave and 4.6 percent compensation reduction will be prorated based on your full time equivalent hours (FTE) or the number of hours you work during an average work week.

The Nevada State Legislature intended to limit exemptions to the furlough requirement, and any exemption must be approved by the Board of Regents. Those positions that are determined to be exempt must still experience a 4.6 percent reduction in monthly compensation.

Faculty members have the right to request reconsideration of this decision if you believe your position has been wrongly included in this notice. Requests for reconsideration shall be limited to the issue of whether there is a reasonable basis to support the decision or a mistake of material fact was relied upon as it relates to the faculty member. No reconsideration will be granted challenging the Board of Regent's policy decision to authorize or implement furlough leave or due to a personal financial hardship. The process for reconsideration is set forth in Title 2, Chapter 5, Sections 5.4.4 and 5.4.12 of the NSHE Code, and a copy of the procedure is attached for your review.

If you would like to file a request for reconsideration, please provide a detailed summary of your request via email within 5 calendar days of receipt of this notice.

Please submit your request to:

Kim Studebaker
Interim Director of Human Resources
Truckee Meadows Community College
kstudebaker@tmcc.edu

Please contact the TMCC Human Resources department if you have any questions or concerns.

We are all in this together.