



IMPLEMENTATION GUIDELINES

FURLOUGH EXCHANGE PROGRAM (FEP)

EFFECTIVE DATE: APRIL 1, 2010
FEP APPLICATION DEADLINE: MARCH 23, 2010

This program allows Agriculture and Natural Resources (ANR) Cooperative Extension (CE) Advisors and non-campus based CE Specialists who are subject to the Salary Reduction/Furlough Plan to devote extra effort to extramurally funded projects in exchange for the furlough time they would be accruing under the plan.

Eligibility

With pre-approval from the appropriate ANR unit and granting agency, this program is available to academics who are full time (100%) appointed to a title in the Cooperative Extension Advisor or Cooperative Extension Specialist series. The program does not apply to academic coordinators, academic administrators, staff or members of the Senior Management Program.

Participation

- Eligible employees are still subject to the loss of income while furloughed on affected fund sources, but may charge an equivalent amount of effort to extramurally-funded projects provided this is consistent with the terms of the extramural award and has been **pre-approved** by the granting agency as determined in consultation with ANR's Contracts and Grants Office.
- Extramurally-funded projects include federal, state, local government and private contracts and grants and cooperative agreements.
- Various donor/gift funds can also be used for this program.
- All charges must be compliant with Office of Management and Budget (OMB) Circular A-21. Appointees are responsible for obtaining agency permission for FEP-related changes in effort charges in consultation with ANR Contracts and Grants Office.

Partial Year Participation:

- Because the ANR program is being implemented after July 1, 2009, only partial year participation is allowed.
- With the exception of the length of participation, all other criteria and instructions outlined in the FEP guidelines apply to the partial year participant.
- During the period of participation, furlough days will be forfeited and may not be used for any other purposes, including additional consulting days and ANR/campus closures.
 - In order to comply with Effort Reporting Systems, ANR academics may elect to begin on **April 1, 2010**.
- Any pay periods not covered by FEP would be subject to the Furlough/Salary Reduction Plan. No retroactive payroll adjustments would be permitted to restore pay previously cut.

- Furlough days accrued by an ANR Advisor/Specialist would have to be used during the FEP period in accordance with the guidelines and implementing FAQ's.
- The FEP distributions must be manually established in the Payroll/Personnel System by the appropriate administrative unit using the appropriate percentage.

Advisor Usage of Furlough Time

- It is assumed that Advisors/Specialists will use furlough time during the ANR/campus closure periods. If advisors must be in the office or in service during these periods, appropriate approvals must be obtained from the appropriate Director/administrative unit.
- Beyond the ANR closure dates, Advisors/Specialists may utilize furlough time as they deem appropriate (in coordination with their supervisor).
- Advisors/Specialists are permitted to use accrued furlough time to engage in outside professional activities. Such activities may provide an opportunity for Advisors/Specialists to offset the loss of income outside of the University while on furlough. All rules of APM 025, Conflict of Commitment and Administrative Handbook Section 345, Consulting and Other Professional Activity continue to apply.

Approval Process

- Advisor/Specialist contacts the sponsor to request approval to charge salary and benefit agreement. This is not required if the original agreement budget included salary support for the academic. An e-mail from the sponsoring agency is sufficient evidence of its approval.
 - Advisor/Specialist completes Section A of the attached FEP Agreement form and sends via e-mail to their appropriate administrative unit. A copy of the agency approval must be attached.
- Sponsor approval is not required for various donors/gift funds.
- Participation in FEP must be approved prior to the service period of the research activity.
- The FEP Agreement form **must** be completed and approved prior to entry in the Payroll/Personnel System.

For the questions and answers regarding the UC Systemwide Furlough Plan, please see the following UCOP Websites:

http://www.universityofcalifornia.edu/budget/documents/furlough_facts.pdf

http://www.universityofcalifornia.edu/budget/?page_id=87

Contacts:

Contracts and Grants Director:	Lynn Deetz
HR Academic Personnel Director:	Carolyn V. Frazier
Regional Office CAO's:	Kathy Carrington or Cherie McDougald
Research & Extension Center AO:	Joni Rippee
Statewide Programs:	Appropriate MSO