May 29, 2020

To: Dean, Directors and Chairpersons

Colleagues,

On May 10, 2020, we sent you a communication regarding the agreement between the University and the MSU Administrative Professional Association (APA) regarding furloughs. At that time, we indicated other unions were working their way through ratification for furlough agreements. As of today, May 29, 2020, the University has reached agreements with the following unions:

- Administrative Professional Supervisor Association (APSA) – View the agreement here.
- Clerical-Technical Union (CTU) – View the agreement here.
- Local 1585 – View the agreement here.
- Local 274 – Agreement link coming soon.

While the University addresses operational and financial impacts of the COVID-19 health care crisis, protecting our employees’ access to health, dental and life insurance is critically important during this time. We were able to reach agreements that balance this priority with the need to provide your units with a tool for achieving short-term savings where required by placing staff on unpaid furloughs. The agreements are also intended to ensure units will have the flexibility to quickly and efficiently recall employees when MSU is ready to begin transitioning back to a less restricted model of operations.

There are restrictions on which employees can be furloughed, including certain seniority provisions and length of service provisions. There also are required notice and recall provisions that apply to the furloughs. We will be reaching out to your HR representatives to provide more information about the process to follow to initiate furloughs.

Please note that units seeking to furlough employees will need to create documentation that includes selection criteria and justifies any furlough decisions from a budgetary perspective. Such documentation is also required in the event of a layoff. Units that need to initiate furloughs of employees before receiving that information should email a request to initiate furloughs to AVPHR.TMAmail@campusad.msu.edu. An HR Solutions Center Analyst will contact the unit to collect the necessary information to initiate the furlough approval process.

We want to express again our gratitude for the willingness MSU labor associations have shown to engage with us in seeking collaborative solutions like these agreements that achieve needed savings while respecting the value and needs of their represented employee groups.

If you have questions about the above process for furloughs, please email AVPHR.TMAmail@campusad.msu.edu. You can also visit the MSU HR website for further information for both employees and unit representatives, as well as frequently asked questions for both employees and unit representatives.

Sincerely,

Sharon E. Butler, Associate Vice President of MSU Human Resources
Theodore H. Curry, II, Associate Provost and Associate Vice President of Academic Human Resource