



To: Dean, Directors and Chairpersons

Colleagues,

We are writing to provide you with information about an agreement MSU recently reached with the MSU Administrative Professional Association (APA) regarding furloughs. While the University struggles with 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 an agreement that balances this priority, while also providing your units with a tool for achieving short-term savings where needed by placing AP staff on unpaid furloughs. The agreement also is 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.

It is important to note that the ability to implement furloughs **only applies to AP employees** at this point. APSA, CTU, and 1585 are currently working their way through ratification processes for tentative furlough agreements. To avoid interference with the ratification process, we are unable to provide any information, advice, or guidance related to furloughs for groups other than APA until ratifications have concluded. We expect ratification decisions to be made during or near the last two weeks of May and will communicate again when there is information to share.

We encourage you to review the MSU-APA agreement in full. 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 AP employees before receiving that information should email a request to initiate furloughs to AVPHR.TMAmail@campusad.msu.edu and an HR Solutions Center Analyst will contact the unit to collect the necessary information to initiate the furlough approval process.

As President Stanley's recent communication indicated, the costs of this crisis to the University are substantial and the challenges we are facing due to the pandemic are unprecedented. We are extremely grateful for the willingness MSU labor associations have shown to engage with us in seeking collaborative solutions like this agreement that achieve needed savings while respecting the value and needs of their represented employee groups.

Sincerely,

Sharon E. Butler, Associate Vice President of MSU Human Resources

Theodore H. Curry II, Associate Provost and Associate Vice President of Academic Human Resources