

Furlough Communication

May 12, 2020

Dear HSD Staff,

As we communicated to you last Thursday, May 7, we have been exploring the possibility of implementing one furlough day per week from now through July 31* for all eligible employees as a way to save money this school year to help mitigate anticipated shortfalls next school year.

Since then, we have reached agreements with our licensed and classified unions and tonight have received the approval of our School Board to move forward with the plan, effective this Friday, May 15.

Therefore, the District will officially be closed every Friday between May 15 and July 31. All employees who would normally work on Fridays will be furloughed on Fridays with the following exceptions:

- Nutrition Services and Transportation staff who are currently working on food preparation and distribution will work their normal schedule this Friday, May 15, ONLY. On subsequent Fridays, these staff members will be furloughed. Students will receive meals for Thursday, Friday, and Saturday each Thursday, beginning May 21.
- Part-time staff who do not normally work on Fridays should reduce their normal hours by 20 percent, in consultation with their supervisor.
- If you work a compressed shift of some type, your furlough should not represent more than 20 percent of your normal work week.
- Ineligible employees, such as those who are retiring between now and the end of the school year**, employees who are currently on any type of leave***, full-time employees who have worked for the District less than six months or part-time employees who have worked for the District less than twelve months, will continue to work their normal hours.

There will be no instruction, posting of lessons, or communication with students and families on Fridays. High schools will be implementing a new A/B (Day 1/Day 2) schedule, available [here](#). Families are being notified of the fact that Fridays are no longer a day when students will be interacting with their teachers. City View Charter School is not participating in the furlough program and will continue to provide services to their students on Fridays. Students who receive services from agencies outside of the Hillsboro School District may continue to receive services on Fridays; please check with these outside agencies to confirm.

The last day of our school year for students will be moved from Thursday, June 11, to Wednesday, June 10. The last day for teachers will be moved from Friday, June 12, to Thursday, June 11. Classified staff members will still be eligible for the furlough on this week - they may take their furlough on Thursday or Friday depending on their work calendar. A [new calendar](#) has been posted to the [Calendar page](#) of our website reflecting the furlough days and modification to the end of the school year.

Furlough Communication

May 12, 2020

The furloughs are being implemented using the state's [Work Share](#) program and federal CARES Act dollars. Through the Work Share program, the employer officially "files" for unemployment on behalf of each eligible employee each week. Each employee needs to fill out a one-time form. During the period of the program, eligible employees will receive 80 percent of their regular pay from the District. The District will report a 20 percent reduction of hours each week, which qualifies eligible employees for 20 percent of the regular weekly unemployment benefit (maximum of \$129.60/day, [calculated on base salary](#)). By qualifying for at least \$1 of weekly unemployment pay during the period of the program, the federal CARES Act will pay the employee an additional \$600 per week. Eligible employees will then be receiving three payments: 1) their monthly pay from the District, reduced by 20 percent for each weekly claim period in which they qualify; 2) their weekly unemployment payment from the Oregon Employment Department; and 3) their weekly CARES Act payment from the Oregon Employment Department.

Within the next week, Human Resources will be sending each employee an e-mail regarding their eligibility for the program. They will also send an e-mail with a link to the form that needs to be filled out, along with instructions.

The impact of the furlough days on your District pay will not be felt until the final June paycheck, as the May paycheck was already in process prior to the first furlough day. That should provide enough time for the Work Share unemployment and federal CARES Act payments to begin. If, however, those payments have not begun by the time furlough hours are reduced from their paycheck, the District is preparing a plan to support staff members that may experience hardship during the interim period.

Union leadership will be reaching out to their members with information about this program. Please also visit the [HSD Work Share Program](#) page of our website and see the [FAQs](#) that have been provided. If you have additional questions after reviewing this information, please reach out to your supervisor.

We greatly appreciate the flexibility and partnership of our unions and staff in this effort. We know these are big changes, but they represent the most effective strategy we have for saving staff and programs in the 2020-21 school year.

Thank you,

Mike Scott
Superintendent

Furlough Communication

May 12, 2020

**The program would run through July 31 for all eligible employees who are on a 12-month contract. Although pay is annualized for less-than-12-month employees, furlough days can only be taken on days that would otherwise be part of the employee's regular contract.*

***Retiring staff members may elect to participate in the furlough program. If you wish to do this, please contact HR.*

****Leaves include sick leave, vacation leave, personal leave, administrative leave, or OFLA/FMLA. If any of these is in place for even one day on a given week, the employee is not eligible to participate in the program for that week. Employees will move in and out of eligibility from week to week depending on their use of leaves and other eligibility guidelines as determined by the Oregon Employment Department.*