1. **NEW 04/03/20** What are my options if I would rather not work during this COVID-19 Pandemic?

Your manager may attempt to accommodate reasonable requests with consideration for business needs, but will ultimately determine if it is essential for you to remain onsite. If job essential job duties can be performed at home, and personal obligations would not interfere with working from home, your manager can consider that as well. If remote work is not an option and your manager can meet staffing needs in other ways, you would have to use PTO/Vacation for any time off. Once all PTO/Vacation is exhausted, you can request and Unpaid LOA (leave of absence) by completing an application for leave which is located under the COVID-19 icon on the Absence Management website.

Exempt positions can only use unpaid time in full weekly increments (no partial weeks; no less than full-duty increments). MCHS reserves the right to revoke or extend the LOA or remote work at any time based on the business needs. Providers and Group I staff: Contact Systems Operations at 715-389-4890 regarding the tracking of attendance.

2. **NEW 04/03/20** If I am on furlough/WFM can I refuse redeployment to other department/units if it is requested of me?

Redeployment of furloughed staff to areas in need is essential in helping MCHS manage resources amid COVID-19. Staff furloughed who refuse redeployment may find that they are ineligible for unemployment benefits as they are refusing available work. Human Resources will be notified of staff refusing work and will in turn notify the State Unemployment Office.

3. **NEW 04/03/20** If you normally work part time and are deployed, do you continue working part time while in deployment?

You will be scheduled as close as possible to your normal FTE status.
4. **NEW 04/03/20** If someone is completely off of work due to FMLA, are they currently ‘exempt’ from furlough because they are already off and receiving PTO, unpaid, or disability depending on situation?
FMLA does not exempt employees from being furloughed and manager should follow the normal process. Being on FMLA may impact their eligibility for unemployment benefits because they are not available for work due to medical leave but they may still be eligible for unpaid FMLA or disability benefits while on medical leave. If you have questions that involve FMLA or Disability please contact the HR-Absence Management Team at 715-387-5369.

5. **NEW 04/03/20** What about those employees on intermittent FMLA and / or reduced FTE and collecting disability?
There is no need for an employee to report intermittent FMLA while being off of work due to furlough. Report only the hours that the employee is scheduled to work and cannot work due to reasons under the FMLA. In regards to working a reduced schedule due to FMLA, FMLA would continue to be tracked for the unrestricted hours and the remaining hours would be furloughed. For example, an employee that is normally 40 hours per week, has 20-hour per week work restrictions and the manager has no work available so the employee is being furloughed, 20 hours would be recorded as FMLA and the other 20 hours would be recorded as WFM (or PTO).

6. **NEW 04/03/20** I do not have health and dental through MCHS so MCHS paying premiums for a defined period does to help me, is anything being done for me?
MCHS is covering the cost of premiums for employees starting in April for up to 3 months. Employees who have health and dental through other providers may want to inquire with those insurance providers if they are doing anything similar.

7. **Do I still get ERP and 401K contributions while on Furlough?**
WFM hours will count toward Employee’s Retirement Plan (ERP) eligibility criteria (1000 hours in a calendar year). Employer and employee 401(k) contributions are calculated on a percentage basis. Therefore, if an employee is on WFM and does not have wages during a two-week pay period, no 401(k) contributions would be deducted on that pay check.

8. **If I’m on WFM/Furlough and don’t get a paycheck, what happens to my benefit premiums?**
The health and wellness of our employees is a priority to Marshfield Clinic Health System. For up to three months, beginning in April and based upon the duration of the COVID-19 pandemic, the System will pay the employee-portion of health and dental insurance premiums for ALL employees. Employees will not see these deductions on their paychecks.

9. **What happens if I have a 401k loan?**
The loan payment will be deducted from your check if you have paid hours to support the deduction. If you are furloughed with no paid hours, the deduction for your loan payment will not be deducted. Should you wish to make a payment through a bank transfer, please set up your bank information on Fidelity (log onto your Fidelity account, click on the Quicklinks in the 401k box, choose Bank/Tax Information, click on Designate Bank Account under the Bank Account for Sending Payments Option and enter bank information). You will then have the option to transfer funds from a bank account to Fidelity as often as you like. No automatic transfers can be done unless you have a terminated status.

10. Can I still sell back PTO on my anniversary date if I am on furlough?
   Yes, PTO sell back will continue based on the same procedures of the current PTO policy.

11. What happens to my Flex Spending while on Furlough?
    Employee flexible spending account contributions have to be deducted on a pre-tax basis. If there is a two-week pay period where you do not receive any wages, the flexible spending account deductions go into arrears. Once there are earnings on a future pay check, the flex deductions will be taken from that paycheck as a pre-tax deduction.

12. Will my supplemental life insurance go into arrears if I do not have a paycheck to pay it?
    Yes, supplemental life insurance premiums will go into arrears.

13. What does Furlough and WFM mean?
    Furlough is a temporary period of time when an employee is not working due to changing business conditions, but is anticipated to return to work once conditions improve. WFM stands for Workforce Management – and is a pay code used in the timecard to record the hours when an employee is reduced below their weekly budgeted hours. WFM is unpaid time and entered into your timecard by your timekeeper.

14. If I’m WFM’d/furloughed, will my FTE change?
    Timekeepers will be asked to enter WFM on timecards for any hours that are unpaid after PTO or work hours have been entered, with a sum total of all hours to equal your current FTE.

While on furlough/WFM, employees will maintain benefit eligibility as follows:
- Health, dental, life and disability insurances continue.
- Employees will continue to be responsible for regular premiums associated with this coverage, with the exception of health and dental premiums for up to three months as described above.
- PTO will accrue on any worked, PTO and WFM hours.
15. Can I file for unemployment regardless of whether I take voluntary WFM/furlough or involuntary WFM/furlough?
You are eligible to apply for unemployment in either situation. The state in which you live in makes the determination of benefits, therefore any, and all, questions related to this must be directed to the unemployment office. Here is the contact info for the Wisconsin Unemployment Office

Online: ui.wi.gov
Phone: 1-414-435-7069
Unemployment FAQs related to COVID: dwd.wisonsin.gov/covid19/public/ui.htm

Employees may be recalled during the COVID-19 period to assist in other areas. We will rely on these individuals to assist however possible during this period as we continue to provide care to patients in our communities. If employees are asked to return to work, though decline that work, that may be reported to the Unemployment Office. The circumstances/reasons for declining work will be considered.

16. Are there redeployment options to avoid time off?
Managers are being asked to list all employees who will be impacted by lower volumes across the System. Employees on furlough, or WFM, from their current positions will be reported to Human Resources, and also tracked by a Staff Redeployment group that will assist with placement of employees in alternative positions, as they are available. Employees may be asked to assist in roles that are a match for their skill set and/or experience.

Employees redeployed to other positions during the COVID-19 period will retain their regular rate of pay. Employees should transfer hours in Kronos to their temporary department and also use the ERC code.

17. Does the Families First Coronavirus Response Act apply to MCHS employees?
The Families First Coronavirus Response Act only applies to employers with less than 500 employees, and therefore the Act does not apply to MCHS.

18. What happens to other payroll deductions that I have?
If you have other deductions from your paycheck, you will need to inform the recipients of those funds.

19. Will my hire date be adjusted for WFM hours?
Hire dates, per our layoff policy may be adjusted. This will be determined post COVID-19.

20. What resources are available through the Employee Assistance Program (EAP)?
MCHS will have a new EAP service provider, ComPsych, beginning April 1, 2020. Communications regarding how this new benefit can be accessed will be available at that time. ComPsych will have online, telephonic and in-person resources available to assist employees and their families with COVID-19 issues, legal and financial matters, as well as many other resources. Watch your home mail box as well as work email box for additional information as it becomes available.

21. What if I need verification of employment status?
   Employee’s needing an employment verification can send requests to send your request to: EMPLOYMENT VERIFICATION REQUESTS (SHARED)
   rf.EmpVerificationReq@marshfieldclinic.org or Fax forms to 715-236-6599