

From: [Rutan, Pennie](#)
To: pharmacy.faculty.all@umich.edu
Cc: [Dalton, Jim](#); cop.humanresources@umich.edu; ["cop.finance@umich.edu"](mailto:cop.finance@umich.edu); cop.research.accounts@umich.edu; [Mcdonald, Hilda](#); [Hardy, Patrina](#); [Lloyd, Sarah](#)
Subject: Update: HR Issues
Date: Monday, April 27, 2020 9:10:02 AM

Hello everyone. I hope this message finds you well. I apologize for the lengthy message, but I wanted to provide information related to some of the things mentioned in President Schlissel's message last week related to HR.

1. Hiring Freeze: As President Schlissel said, all hiring is frozen with the possible exception of staff or faculty positions that are considered critical; those funded by federal grants; and student temps. We have received direction from central HR that we will need the dean's approval to extend postdoc and visiting scientist appointments; fill any position that is currently open but has not yet had an offer extended to a candidate; or advertise new positions. Jodie Dressler is reaching out to all of you who are currently advertising open positions in your research group so that we may determine whether to defer the search or request approval to proceed. Jodie will be requiring extra justification for all new position requests and extension requests. Requests for converting temp. staff, postdocs, visiting scientists, or research scientists to non-temporary staff positions should also be deferred, or we can request approval for exceptional cases. We are proceeding with the faculty searches that are underway, and Dean Dalton is working with department chairs on faculty positions that we have planned. We are proceeding with the executive secretary position in the Clinical Pharmacy Department.
2. Salary Freeze: The University is under a salary freeze, with the exception of raises related to faculty and staff promotions that have already been approved; are part of the faculty tenure and promotion process; or are dictated by a collective bargaining agreement. You will not be allowed to provide merit or equity salary raises, promotions, additional pay, or other types of pay increases to anyone in your group at this time, unless approval is granted by the dean for exceptional cases.
3. Performance Evaluations: Even though we will not have a merit salary program this year, we will proceed with the performance evaluation process but will have an extended deadline. I will let you know when the Faculty Evaluation and Development system (FED) is open after we get all the data loaded this week, and the deadline for completion of annual reports will be June 12.
4. Voluntary Furloughs and Reduced Hours: Jodie will soon be sharing information about the voluntary unpaid furlough and reduced hour options announced by President Schlissel. She has been in contact with University HR and will be ready to provide information and instructions very soon. We are still awaiting direction on which groups of employees are eligible, and there are special considerations for employees who are foreign nationals (see below). Unpaid furloughs can range 60-120 days and must begin by May 30. The University's contribution to benefits will continue for employees on furlough; the employee will not have to pay their share of the health insurance premium during the furlough; and the employee's share of other benefit premiums will be deferred until they return to paid status. This is different than a mandatory layoff, where 100% of the benefits cost (if continued by the employee) becomes the responsibility of the employee. There are numerous other details,

which will be provided by Jodie in the very near future. Please watch for this in order to be fully informed, as there is a strict University deadline for the request process (May 7).

5. **Emergency Paid Time Off:** All employees and graduate students are eligible for emergency paid time off plans offered by the University. Information can be found on HR's website: <https://hr.umich.edu/working-u-m/my-employment/2019-novel-coronavirus-covid-19>. These plans do not provide alternate funding for this time off—they only allow employees to take time off for the allowable reasons—funding continues to be provided by the same sources that normally pay the salary/benefits. Please contact Jodie Dressler (cop.humanresources@umich.edu) if you or your employees have questions. Antoinette Hopper is managing the process for graduate students (acast@umich.edu).
6. **Foreign Nationals:** Please see the email below from the International Center addressing the voluntary furlough and hour reduction restrictions/details for foreign nationals, as well as the new federal immigration restrictions (which will not have a significant impact on our employees). Please let Jodie know if you have questions.

As Dean Dalton stated in the faculty and staff meeting, our College budget is faring relatively well. Meegan Novara just submitted our 3rd quarter budget projections yesterday, including a second version based on a longer-term pandemic scenario. Our enrollment projections look good for fall, and even though there are “unknowns” related to the state budget, University’s overall budget, and research grants, we remain cautiously optimistic. For the sake of these unknowns, our budget projections rely heavily on all of us doing our part to conserve resources as much as possible right now, while still protecting our people and our core mission, and your cooperation is very much appreciated. A couple examples at the COP level are the cancellation of our annual gathering at the Ann Arbor Summer Festival this year and the deferral of our website redesign project. These are important activities, but they can be deferred. If you have questions about spending guidance, please refer to Kylee Pulver’s email message of 4/21/20 or contact cop.finance@umich.edu. Sheree Temple is working with her team to provide the financial information you need to make informed decisions about your activities. Please consult with her on critical matters cop.research.accounts@umich.edu and with Jodie Dressler related to HR matters cop.humanresources@umich.edu.

Please also feel free to contact me with questions or concerns, and I know that Dean Dalton always has an open door for you. Thank you for being so wonderful to work with! Pharmacy has THE BEST faculty!

Warm regards,
Pennie
(517) 230-3027

From: David Muusz <muusz@umich.edu>
Sent: Thursday, April 23, 2020 4:23 PM
To: ICfacultystaff <ICfacultystaff@umich.edu>
Subject: FSIS Update

Dear colleagues –

On Monday 4/20/20, President Schlissel announced several measures for the University of Michigan, including the temporary implementation of two voluntary programs for regular staff in non-critical operations. With unit approval, staff may request a voluntary furlough (unpaid leave) or a temporary reduction in effort, i.e. reduced number of work hours.

Voluntary Furlough Program:

International employees in H-1B, E-3 and H-1B1 status are subject to the specific conditions of employment as outlined in their immigration documents, including the number of hours worked. Therefore, individuals in these statuses are not eligible to participate in the voluntary furlough program, though they continue to be eligible for other types of voluntary leave initiated by the employee, e.g. FMLA. For such voluntary types of leave, it will need to be documented that the leave is due to conditions that are unrelated to employment that take the individual away from their duties or that render them unable to work, *and* is at their voluntary request and convenience.

Voluntary Effort Reduction Program:

International employees in H-1B, E-3 and H-1B1 status are eligible to participate in the voluntary effort reduction program. However, before the effort percentage can be changed from full-time to part-time (and vice versa), a petition must be filed with USCIS by FSIS. In other words, a petition must be filed to reduce the number of hours worked and another petition will be required to return to full-time effort. The cost associated with each of these petitions are the responsibility of the unit. The employee may reduce their hours or return to their original hours as soon as the relevant petitions are filed and the effective dates reached.

Executive Order on Immigration:

We continue to monitor the many developments as they pertain to immigration and international employees, including the new executive order that was also announced on Monday, 4/20/2020. On the evening of Wednesday 4/22/2020 the White House issued its actual proclamation, suspending the issuance of immigrant visas for a period of 60 days to certain individuals, effective 11.59pm on 4/23/2020.

It is important to note that, in this context, a “visa” is the document (usually a sticker in one’s passport) that permits a foreign national to apply for admission into the US. People who are already in the US do not need a “visa” to remain in the US. Furthermore, individuals coming to the US on a temporary basis are issued a *nonimmigrant* visa, such as an H-1B or J-1 visa, instead of an immigrant visa. Therefore, the impact of the proclamation on the international population sponsored by UM will be very limited.

In effect, for a limited time, consular officials at US embassies and consulates abroad will be barred from issuing immigrant visas to certain individuals. Note that most US embassies and consulates were already closed for public health reasons and are currently not issuing visas. Individuals applying for a green card within the United States are not affected by this proclamation as their applications follow a different process and protocol (i.e. “Adjustment of Status”). Further

exemptions are made for certain healthcare professionals, investors and spouses of US citizens, among others. By definition, current green card holders do not need a visa and are, therefore, not affected.

The proclamation also directs the US Secretaries of Labor, Homeland Security and State to conduct a review of nonimmigrant programs and to recommend measures appropriate to stimulate the US economy and employment of US workers. As more information becomes available, we will keep you posted on any major developments. Please also review the [International Center website for updates and announcements](#).

Should you have any questions or concerns about this, please do reach out.

Sincerely,

David

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David Muusz

Assistant Director for Faculty and Staff Immigration Services

International Center | University of Michigan

Electronic Mail is not secure, may not be read every day, and should not be used for urgent or sensitive issues