

## MUSC Health Temporary Layoff – Frequently Asked Questions May 8, 2020 Update

### Unemployment Claim Questions

<p><b>Will MUHA HR submit my application for unemployment or am I responsible for that?</b></p>	<p>MUHA Human Resources will submit an Employer-Filed Claim for Care Team Members subject to the Temporary Layoff.</p> <p>According to DEW, weekly certifications by employees will <u>NOT</u> be required for employer-filed unemployment claims. This is a change from DEW’s previous practice due to the COVID-19 pandemic and it is anticipated last through the pandemic. Employees who filed their own claims will still need to certify weekly.</p> <p><u>Care Team Members subject to temporary layoff should NOT file their own unemployment claims.</u> Duplicate claims could slow down the processing of benefits.</p>
<p><b>When will MUHA HR submit the employer-filed claim? How will I know when to certify my claim?</b></p>	<p>Employer-filed claims are filed weekly but can only be submitted <b><u>AFTER</u></b> the workweek and they must be submitted within 14 days of the end of the workweek. MUHA HR is seeking guidance from DEW on the optimal time to file for the benefit of our temporarily laid-off Care Team Members. The initial claim was filed the week of April 13<sup>th</sup>.</p> <p>We plan to notify Care Team Members that the weekly claims have been filed via the external COVID-19 HR website: <a href="https://web.musc.edu/human-resources/covid-19-resources">https://web.musc.edu/human-resources/covid-19-resources</a></p> <p>This link includes a DEW resource regarding how to certify your claim.</p>
<p><b>When I went to certify the claim, the DEW website asks, “Will you be returning to work for this employer?” And the response is “No.” Does this mean the layoff is permanent?</b></p>	<p>No. The layoffs are intended to be temporary. For employer-filed claims, the employer is asked to state a return date. Our response to that question was “unknown” and is linked the question you were asked. As return dates are likely to vary between Care Team Members, it was determined that this was our best response.</p>
<p><b>Do I need to be looking for a job while on Temporary Layoff to be eligible for unemployment?</b></p>	<p>No. Per DEW, an Employer Filed Claim eliminates the need for the employee to conduct two weekly job searches because both the employer and the worker hope to anticipate that the layoff or reduction in hours is temporary and that they will work together again. Further, in response to the COVID-19 pandemic, DEW has excused any claimant who has lost work due to COVID-19 is excused from the weekly work searches.</p>
<p><b>Will my unemployment pay be the same as I am currently making or will it be less? How is this computed?</b></p>	<p>The amount of unemployment benefits are determined by the South Carolina Department of Employment &amp; Workforce (DEW). There are numerous factors that play into the amount of the benefit. Further, the federal government recently passed legislation, the CARES Act, that expands unemployment benefits.</p>

<b>How many weeks of unemployment am I eligible for?</b>	South Carolina law provides unemployment benefits for up to 20 weeks, with more available if it is a partial claim. Additional benefits may be available the federal programs offered under the CARES Act.
<b>If I am a new care team member to the organization do I qualify for unemployment benefits?</b>	Eligibility Determinations are made by DEW and their eligibility formula is a bit complicated. Past earnings from the employer is a factor in eligibility so a very recent hire may not qualify.
<b>Who do I call with unemployment questions?</b>	<p>DEW’s website is a great resource for unemployment questions:  <a href="https://dew.sc.gov/covid-hub">https://dew.sc.gov/covid-hub</a></p> <p>Internally please contact MUHA’s Employee Relations team:  Rachel Foster, at <a href="mailto:fosterra@musc.edu">fosterra@musc.edu</a> or 843-792-5357;  Shanon Neuman, at <a href="mailto:neumans@musc.edu">neumans@musc.edu</a> or 843-792-7908; or  Brantley Rogers, at <a href="mailto:rogersbt@musc.edu">rogersbt@musc.edu</a> or 843-792-1962</p> <p>Please include “COVID-19 Unemployment” in your subject line.</p> <p>For RHN Care Team Members, please contact your local HR Director.</p>

### **Benefits and Employment Questions**

<b>Will my benefits be maintained if I was temporarily laid off?</b>	<p>Insurance benefits will remain active for Care Team Members subject to temporary layoff. We are also happy to announce that donations from two generous benefactors will help cover monthly health insurance premiums for Care Team Members who were temporarily laid off. More information about these donations is forthcoming.</p> <p>If you have already made arrangements to pay the employee portion of premiums or to make arrangements for other premium payments please contact payroll:</p> <p><u>MUHA Charleston</u></p> <ul style="list-style-type: none"> <li>• Beth Breitinger – 843-876-0912 - <a href="mailto:breiting@musc.edu">breiting@musc.edu</a> - Last names that begin with A – J</li> <li>• Melissa Osowiecki – 843-876-8285 - <a href="mailto:osowieck@musc.edu">osowieck@musc.edu</a> - Last names that begin with K - Z</li> </ul> <p><u>MUHA Regional Health Network</u></p> <ul style="list-style-type: none"> <li>• Florence/Marion: Destanee Brown – <a href="mailto:browdest@musc.edu">browdest@musc.edu</a>, 843-674-2954</li> <li>• Lancaster: Glenda Denkins – <a href="mailto:denkins@musc.edu">denkins@musc.edu</a>, 803-286-1468</li> <li>• Chester: Sue Blackburn – <a href="mailto:blackbus@musc.edu">blackbus@musc.edu</a>, 803-581-9409</li> </ul>
<b>When will NetID access be turned off if I am temporary laid off?</b>	<p>Care Team Members subject to temporary layoff will have their NetIDs deactivated at 5:00 pm on Tuesday, April 7, 2020.</p> <p>While users may not be able to access their email or files, their email &amp; files will remain and be available upon return. Out of office and email forwarding will continue to work while the Care Team Member is not</p>

	working.
<b>Will I be able to use my MUSC-issued computer while temporarily laid off?</b>	<p>Unless otherwise advised by your manager, equipment does not need to be returned to your department at this time.</p> <p>MacBooks or non-Lynx (managed) laptops or desktops - The computer itself should work although users will not be able to access MUSC resources.</p> <p>Lynx (managed) or domain-joined laptops or desktops (if you log into the computer with your NetID and Password) - The user will be able to access the computer for approximately 30 days since the last time it was on the MUSC network. After that time, the users will not be able to access the computer.</p>
<b>Do I need to turn in my badge if I am temporarily laid off?</b>	No. However, your badge access to MUSC facilities will be shut off during your temporary layoff.
<b>When will I receive my last paycheck from MUHA?</b>	Paychecks for the current pay period will be issued on April 22, 2020
<b>I am a salaried/exempt Care Team Member and received my full weekly salary for the week I was laid off. Was this done in error?</b>	No. Salaried Care Team Members received an entire week's wages for the week of layoff pursuant to federal law. However, due to the layoff, their PTO was taken for days they did not actually work.
<b>How does the temporary layoff affect FMLA leave, including maternity leave?</b>	<p>FMLA leave does not protect a Care Team Member from Temporary Layoff.</p> <p>If a Care Team Member currently on FMLA is subject to Temporary Layoff, their FMLA leave stops and their FMLA entitlement is not reduced. However, it also means they will not be permitted to take any forms of paid leave (PTO or ESL) during the Temporary Layoff.</p> <p>Care Team Members will not be able to take FMLA while subject to Temporary Layoff, even if it was previously approved.</p>
<b>Will I accrue leave (PTO/ESL) while temporarily laid off?</b>	No. Leave accruals will stop if you are subject to a temporary layoff.
<b>What happens to my accrued paid leave (PTO/ESL) if I am temporarily laid off?</b>	Your leave balances will be maintained during the layoff period.
<b>Can I work for other employers or apply for new jobs at MUSC Health while laid off?</b>	Yes. However, any income earned, through various forms of employment, may count towards your eligibility for unemployment benefits or the amount of your benefits.
<b>If I have used my MUSC email address as an applicant login to PageUp, can I still access my applicant profile after they turn off my NetID?</b>	Applicants are encouraged to use a personal email address for applicant accounts. The PageUp email address used for your applicant login is not tied to your NetID; however, should you need to reset your password you will not be able to access your MUSC email during the NetID shutoff.
<b>Will I still be eligible for tuition</b>	If you have been approved to receive tuition reimbursement, it will not

<b>reimbursement if I am subject to temporary layoff?</b>	be affected by the temporary layoff.
<b>How can I access my paystubs and other documents if my NetID is deactivated?</b>	<p>Please submit your records requests to the Payroll Department:</p> <p>For W-2s: Irene O’Malley (<a href="mailto:omalleyi@musc.edu">omalleyi@musc.edu</a>)</p> <p>For all other documents: Ron Straub (<a href="mailto:straubr@musc.edu">straubr@musc.edu</a>) or Jestine Scott (<a href="mailto:scottjes@musc.edu">scottjes@musc.edu</a>)</p> <p>For RHN Care Team Members, please contact your local HR Director.</p>
<b>How will my retirement be impacted by the Temporary Layoff?</b>	<p>No contributions will be made until returning to work in a paid status.</p> <p>Care Team Members enrolled in SCRS &amp; PORS must be paid at least \$580 gross monthly in order for each month to count towards vesting. However, Care Team Members can “purchase” vesting months. Please contact Mark Stimpson (<a href="mailto:stimpso@musc.edu">stimpso@musc.edu</a>) for questions related to the purchase of vesting months.</p>
<b>Will my parking assignment be changed due to the Temporary Layoff?</b>	No. Care Team Members subject to Temporary Layoff will maintain their current parking assignment. When normal operations return, missed parking payments will NOT be collected.
<b>Will I be able to use the Employee Assistance Program while on temporary layoff?</b>	<p>Yes. Well-Being and Resiliency Resources will remain available to Care Team Members on Temporary Layoff. Including:</p> <p><b>COVID-19 Resiliency Clinic:</b>  MUSC, MUHA, and MUSC-P faculty and staff can be seen for free brief COVID-19 specific stress management and resiliency bolstering coping strategies within one to four individual telehealth clinical support sessions. These sessions will focus on learning tools to manage and cope with stressors related to COVID-19 care.  Contact: Dr. Melissa Milanak <a href="mailto:milanak@musc.edu">milanak@musc.edu</a> 843-792-0042</p> <p><b>MUSC Employee Assistance Program (EAP):</b>  MUSC, MUHA, and MUSC-P faculty and employees and their families can be seen for free, short term counseling. An operator is available 8:30am-5:00pm, sessions are by appointment only.  Contact: Jeni Bowers-Palmer <a href="mailto:bowersj@musc.edu">bowersj@musc.edu</a> 843-792-2848</p>