

Furlough Policy

Hagerstown Community College (“the College”) recognizes that there are certain situations in which the College may determine that it must temporarily suspend or reduce certain of the College’s operations or functions. These include but are not limited to: economic slowdown, decline in enrollment, reduction of a department or program, public emergency, pandemic, financial challenges, or any other circumstance determined by the College to justify suspension or reduction of College operations or functions. In these situations, the College may decide to furlough employees by placing them on an unpaid leave of absence. The College will furlough employees in the department or division whose operations are negatively impacted using non-discriminatory criteria.

The College will issue a notice to employees selected for furlough that will contain the following information:

- Nature of the Reduction of Work Hours:
 - The College will inform selected employees if the furlough will be intermittent, that is interspersed with periods of work time, or constant, that is for longer periods of time such as multiple weeks or months.
- Duration:
 - The College will communicate the expected duration of the furlough at the time the notice is issued.
 - In addition, during the furlough, the College will notify employees periodically to advise when employees might be called back to work, any furlough extensions, or if circumstances will necessitate transitioning the furlough to a layoff.
- Compensation & Cessation of Work:
 - Employees will not be paid during a furlough and therefore are instructed not to perform any work for the College. The College understands that an employee might feel compelled to continue working in some capacity (for example, on administrative tasks) but the College must insist that the employee not do so.
 - Unless otherwise indicated in the furlough notice, employees may not use accrued leave during the furlough.

- Benefits:
 - Prior to furloughing employees, the College will determine, with its insurer, if it will be able to continue employee health insurance benefits during the furlough and the terms of any such benefit continuation

- Personal Items:
 - Employees may be instructed to gather their personal belongings from the worksite prior to initiation of the furlough.

- Outside Employment:
 - The College understands that this is an extremely difficult situation, and that if the furlough is prolonged an employee may determine that he or she needs to seek employment elsewhere. If an employee secures outside employment during their furlough period, they must contact HCC Office of Human Resources and complete the Outside Employment Form. If at any time the furloughed employee seeks to sever their employment relationship with the College then they should contact the Office of Human Resources.
 - All decisions regarding furloughs or reduction in force are in the sole discretion of the College.