



**YMCA of Greater Williamson County  
Employee Frequently Asked Questions: Coronavirus Response**

**Q: How is my employment impacted by the current Coronavirus pandemic?**

A: To combat the loss in revenue, it is critical and necessary to reduce our expenses to enable us to get through the current crisis. We have decided to implement the following compensation and benefit changes effective April 6, 2020.

- Any staff member making over \$39,520 will be required to take a 10% pay cut. The cutoff point is determined by Department of Labor rules. Front line First Responder staff will be exempt from this pay cut as they are working the front lines. Reduction in pay begins in the 4/21/20 pay period and is ongoing. At this time we do not know how long this reduction requirement will be in place. However, we will make new determinations as additional information becomes available.
- All exempt and full-time staff will be required to take one vacation day per week (4 day work week); work schedule is to be determined with your supervisor. At this time we do not know how long this reduction requirement will be in place. We will make determinations as additional information becomes available.
- Additionally, to ensure savings, we will be reducing the employer contribution to the Retirement benefit. Beginning the second pay check in May, (5/19/20) we will reduce retirement benefit contributions from 12% to 1%. This change is currently effective through September 30, 2020, but could change.
- There may be changes in your job duties as we try to consolidate work responsibilities. Additional job duties will fall under the additional duties as assigned. Remember, our goal is stay in business and get our Y family back to work. We can make it through this if we continue to work as a team and have faith in containment of this virus.

**Q: Am I still eligible for a merit increase for 2019?**

A: At this time we will not be going through the performance evaluation process. If business resumes and we are able to revisit this program we will.

**Q: Am I eligible for unemployment if I have experienced a reduction of hours or pay?**

A: You may be eligible for unemployment benefits under these circumstances. Contact your local unemployment office (<https://www.twc.texas.gov/jobseekers/unemployment-benefits-services>) for information on eligibility and applying for unemployment benefits. The YMCA **will not** contest any claims for unemployment caused by this furlough.

**Q: Are there hardship loans available?**

A: For those contributing to the 403b plan, you may contact Y retirement for eligibility related to hardship loans/withdrawals at <https://www.yretirement.org/>

**Q: Can I still use my Floating Holidays?**

A: Yes, please work with your Supervisor to determine how days off fit into your schedule.

**Q: What if I run out of vacation leave during the 4 day work week requirement.**

A: Staff are advised to work through scheduling with their supervisor based on work available.

**Q: I have Colonial Benefits, can I continue these benefits on my own?**

A: Yes, please contact our Colonial representative Evelyn: [Evelyn.Blakely@coloniallifesales.com](mailto:Evelyn.Blakely@coloniallifesales.com)

**Q: What does it mean to have my employment furloughed?**

A: A furlough is a temporary unpaid leave from work due to an unforeseen circumstance, such as the one we are currently dealing with.

The YMCA is furloughing a great number of employees until programs ramp up again, or YMCAs open and we can bring our employees back to work.

We expect this furlough period will be in effect for 3-8 months. It is our intent to provide limited services as soon as local mandates allow. We hope summer activities will resume so we can serve our YMCA families.

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**Q: Will I be paid for my vacation balance?**

A: Yes, in your last working paycheck. For hourly staff: 4/21/20 For Exempt staff: 4/7/20

**Q: Will my sick leave balance be available when I return to work?**

A: Yes.

**Q: If I was paid the pandemic rate prior to April 6<sup>th</sup>, will I still be paid the pandemic rate when I return to work?**

A: No, the pandemic rate was a temporary rate paid to ensure retention of our part-time staff through April 5<sup>th</sup>. Once you return to work, you will be paid at the agreed upon rate of pay for the position you are working.

If you have additional questions, please reach out to your supervisor or HR for assistance.