

## Sidney Site & Com Res Platform Furlough FAQ

- Q. Can vacation be used during the furlough week?
- A. No. The furlough week is unpaid and vacation time cannot be applied during this period.
- Q. Can I work while on furlough?
- A. No, while on furlough you **must refrain from performing any work**. This includes sending or responding to work e-mails, text messages, phone calls, and work-related social media.
- Q. Will I be eligible for unemployment during the furlough?
- A. Yes, you should be. Many states have waived the one week waiting period and, as you likely know, the Federal government has also added a \$600/week benefit that would be in addition to the state benefit. Please see the attached information on how to apply for unemployment. If your state is not included in the attached document and you need assistance on how to file for unemployment, please contact the HR department for assistance.
- Q. What is meant by “full work week”?
- A. It is the same standard week definition of Monday through Sunday. For example, a week furlough would be from Monday, May 25<sup>th</sup> to Sunday, May 31<sup>th</sup>.
- Q. Will my benefits stay active while I am on furlough?
- A. Yes. Medical, dental, and vision benefits will continue during the furlough. Medical premiums that were missed for non-exempt employees due to furlough will be made up over four subsequent payrolls. Exempt employees will have the normal deductions taken from the reduced semi-monthly paycheck that they receive for the period covering the furlough week.
- Q. What will happen to my (HSA) and (FSA) account deductions?
- A. For Health Savings Accounts (HSA) and Flexible Spending Accounts (FSA) – non-exempt employees will need to make up any missed payments when you return to work. Exempt employees will see

normal deductions from the reduced two-week paycheck that they receive for the period covering the furlough week.

Q. Can I still utilize the EAP for support during my furlough?

A. Yes, the EAP is still available – All Emerson U.S. employees now have access to the Support Linc Employee Assistance Program 24 hours a day, 7 days a week. Support Linc will continue to provide employees services during this turbulent period and can be reached at 1-888-969-6EAP (6327). Additional EAP resources can be found online at <https://www.supportlinc.com/emerson>.

Q. Can I make-up the 401k employee contribution deductions that I miss while on furlough?

A. Yes, if you are interested in making up any 401k employee contributions you will need to contact Vanguard directly to change your contributions. Vanguard can be contacted at 800-523-1188 or on [vanguard.com](http://vanguard.com). During furlough, you are not eligible for the 401k employer match.

Q. Will any missed United Way donations be made up later?

A. No, if you would like to make up any missed United Way donations, please contact them directly.

Q. Will my access to the system be turned off during my furlough?

A. Yes. As we communicated, **employees are not allowed to work during furlough**. As a result, to help prevent any issues we will be deactivating network applications and Emerson e-mail from your computer and mobile device during the furlough.

Q. Do I need to agree to the acknowledgement that I understand I cannot perform work during the furlough?

A. Yes. This is a mandatory acknowledgement form.

Q. Should I put an out of office on my e-mail for the time I am on furlough?

A. Yes, please include an internal and external out of office reply with the following language:

**Internal Message:**

*Hello – I am out of office on furlough from (START DATE) to (END DATE). In my absence, I am not able to access email, reply to email, phone or text messages. While I am out, please contact (ENTER BACKUP EMPLOYEE NAME HERE + EMAIL ADDRESS@emerson.com). Please ensure you keep me in copy so I am able to confirm your question has been actioned when I return. Thank you, NAME*

**External Message:**

*Hello – I am out of office on leave from (START DATE) to (END DATE). In my absence, I am not able to access email, reply to email, phone or text messages. While I am out, please contact (ENTER BACKUP EMPLOYEE NAME HERE + EMAIL ADDRESS@emerson.com). Please ensure you keep me in copy so I am able to confirm your question has been actioned when I return. Thank you, NAME*

- Q. What will happen if I have automatic deductions coming out of my bank account for a week that I have a reduced paycheck, or no paycheck being deposited?
- A. If you have automatic deductions coming out of your checking or savings accounts and you are concerned about covering these payments due to the reduced pay from the furlough week, you will need to contact your bank.
- Q. Will my Emerson device be completely deactivated?
- A. Emerson devices will still be able to receive/send calls and texts and will work all non-Emerson apps. When IT disables our accounts, it impacts mail on your phone (new mail from being delivered) and eliminates access to Office 365 products they may have loaded on their phone.
- Q. Are Part-Time employees included?
- A. Yes – all full-time, part-time, and contract employees are included.
- Q. Why do we need to finish furlough weeks in June?
- A. This enables the financial impact to be included in the 3<sup>rd</sup> quarter. Although we hope that the business does not decline, if sales

continue to drop, we may have to do a second week of furlough in the 4<sup>th</sup> quarter, and likely in July due to the federal unemployment incentives. This is a good tool to help in the short term financially, so that we preserve the organization for the long term and can minimize the number of job reductions.

Q. Are my off-shore employees included in this?

A. Yes, the furloughs are expected and supported across the company, including the Shared Services in Manila, Suzhou, Xian, Pune, Mohali, etc. – each team needs to work with the following HR contact:

- For Asia – Cherry Mak
- For Europe – Ralf Buttkus
- For Costa Rica - Daniela Bianco & Melisa Bonilla.

Q. Are co-ops included?

A. No – co-ops are not included as they are only here for weeks or months. All co-ops for summer are still planned to arrive, and our Fall term is 50% full already. We are holding on any new offers for the Fall but will reassess this in May as we see more business results.

Q. Are partial weeks allowed?

A. No – from a legal standpoint, some groups cannot take a day or days without pay. It also makes regular processes, like taxes, benefit deductions and other regular deductions difficult if there is only a day or two of pay. It may also make an employee unable to claim unemployment. No partial weeks are permitted.

Q. How will we handle the Memorial Day holiday?

A. We will have employees taking furlough the week of May 25<sup>th</sup> through the 29<sup>th</sup> take the holiday on Friday, May 22<sup>nd</sup>. This will allow for the full week of furlough to be without pay, and still have employees use the holiday.

Q. What if I have child support, garnishment, or 401k loan deductions?

A. Exempt employee deductions will continue as normal. For non-exempt employees, we encourage you to contact your child support agency to discuss the missed deduction. Garnishments and 401k

loans will return to normal deductions the following week. They will not be doubled like your insurance deductions when you return.

- Q. How will my furlough deductions be calculated as a semi-monthly paid employee?
- A. Your annual salary will be divided by 52 weeks and this will be the amount deducted from your semi-monthly pay.
- Q. What if I'm out on an approved paid leave? (FMLA, military, maternity, COVID-19 leave)
- A. You will be expected to take a week furlough when you return from your paid leave.
- Q. What if I'm a new hire or transfer?
- A. You will be expected to take a week of furlough within the same expected timeline, if possible, when you join the company.

# Unemployment Information by State

## Illinois

Because of high volume, the state of Illinois is requesting individuals file their claims following the following schedule.

1. Online Filing Schedule:

- a. Those with last names beginning with letters A-M will be asked to file their claims on Sundays, Tuesdays, or Thursdays.
- b. Those with last names beginning with letters N-Z will be asked to file their claims on Mondays, Wednesday, or Fridays.
- c. Saturdays will be available for anyone to accommodate those who could not file during their allotted window.

2. Call Center Filing Schedule:

- a. Those with last names beginning with letters A-M will be asked to call on Tuesday and Thursdays between 7:30 am – 6pm.
- b. Those with last names beginning with letters N-Z will be asked to call on Mondays and Wednesdays between 7:30am -6pm. Fridays (7:30am – 6pm) will be available for anyone to accommodate those who could not file during their allotted window.

3. Online Application:

<https://www2.illinois.gov/ides/aboutides/Pages/10%20Things%20You%20Should%20Know.aspx>

4. Call Center Phone Number: 800-244-5631 or 866-488-4016 TTY.

5. Information needed

- a. Your Social Security Number and Name as it appears on your Social Security card
- b. Your Driver License/ State ID (this will provide your weight, which is required)
- c. If claiming your spouse or child as a dependent, the Social Security Number, date of birth and name(s) of dependent(s)
- d. Name, mailing address, phone number, employment dates, and separation reason for all employers you worked for in the last 18 months
  - i. Wage record (W-2 form, check stubs, etc.) from these employers may be necessary

- e. If you worked since Sunday of this week, the gross wages earned this week
    - i. You must report all gross wages for any work performed, full or part-time
    - ii. Gross means the total amount earned before deductions, not “take home pay”, including wages in the form of lodging, meals, merchandise, or any other form
    - iii. Gross wages must be reported the week in which they are earned, not the week in which you receive the wages
    - iv. If your gross wages earned in any week are less than your weekly benefit amount, you may be eligible to receive a full or partial benefit payment
  - f. Records of any pension payments you are not receiving (not including Social Security)
  - g. If you are not a US Citizen, you Alien Registration Information
  - h. If you are a recently separated veteran, the Member 4 Copy of the DD form 214/215
    - i. Other copies of the DD form 214/215 are acceptable, but the member 4 copy is the most commonly available
  - i. If you are separated from work as a civilian employee of the federal government, copies of your standard form 8 and Personnel Action Form 50
6. Website: <https://www2.illinois.gov/ides/Pages/default.aspx>

## Missouri

- 1. Online Application: <https://uinteract.labor.mo.gov/benefits/home.do>
- 2. Website: <https://labor.mo.gov/coronavirus#mini-panel-coronavirus-tabs2>
- 3. Phone Number:
  - a. Jefferson City 573-751-9040
  - b. Kansas City 816-889-3101
  - c. Springfield 417-895-6851
  - d. St. Louis 314-340-4950
  - e. Outside Local Calling Area 800-320-2519

## Ohio

The state of Ohio requires that when asked about a Mass Layoff/ Buyout Identification Number due to COVID-19, you should select “Yes” and enter “2000180”.

1. Online Application: <https://unemployment.cmt.ohio.gov/cmtview/>
2. Information Needed:
  - a. Your Social Security number and driver’s license (or state ID) number
  - b. The Social Security numbers and dates of birth of any dependents, to include children and your spouse.
  - c. The name, address, telephone number and dates of employment for you most recent employer
  - d. Bank routing and account number or debit card number for payment
  - e. Alien Registration Number and expiration date of your work authorization
  - f. If you had out-of-state employment, have worked for the federal government, or are separated from military service, more information is required, including:
    - i. Form DD-214, member 4 copy (for military service)
    - ii. SF-8 or SF-50 form (for federal government employment)
3. Website: <https://unemploymenthelp.ohio.gov/employee/>
4. Phone Number: 1-877-644-6562, TTY: 1-614-387-8408