



# Office of the President

NORTHERN ARIZONA UNIVERSITY

June 5, 2020

Dear colleagues,

We have been working diligently to arrive at the final details of the campus-wide tiered furloughs or pay reductions that will start on July 1.

Recognizing furloughs can have an impact on our ability to deliver essential services and wanting to ensure that we are treating our faculty and staff as fairly as possible, we are carefully considering all options. Drafts of possible scenarios have been shared with several campus stakeholder groups, including the COVID-19 Recovery Workgroup, resulting in suggestions and ideas that are further informing our planning efforts.

In order to ensure the accuracy and fairness of our strategies and incorporate feedback, we need some additional time prior to rolling out the final plan. With that said, I want to keep you informed on our progress and share the following update with you today:

- 1. No employee earning less than \$50,000 will be affected.** Employees with an annual salary of less than \$50,000 will not be required to participate in this furlough or pay reduction program (based on a 1.0 FTE (full-time equivalent), and prorated for faculty and staff less than 1.0 FTE).
- 2. Proration for part time employees.** Furlough or salary reduction amounts will be prorated for faculty and staff who are less than 1.0 FTE.

I recognize how difficult this time of uncertainty is for our university community, and I remain committed to transparency in my communications with you. We hope having this information is helpful as we work to share the complete plan with you next week.

Thank you for your patience, and stay well.  
Sincerely,

A handwritten signature in black ink that reads "Rita".

**Rita Hartung Cheng**  
President