

San Francisco State University 2009-2010 Furlough Program
Spring 2010 FURLOUGH AGREEMENT

January 1, 2010 – June 30, 2010

FOR ADMINISTRATORS, STAFF & 12 MONTH FACULTY
INSTRUCTIONS FOR COMPLETION OF THE Spring 2010 FURLOUGH AGREEMENT

Last Name, First Name:	Your legal name as it appears on your Social Security Card
SFSU ID:	Your nine digit employee identification number
Classification:	The classification of the position you hold, NOT your working title, e.g. Administrative Analyst/Specialist
Pay Plan:	12/12: You work 12 months and are paid in 12 months 11/12: You work 11 months, and are paid in 12 equal installments 10/12: You work 10 months and are paid in 12 equal installments
Time Base:	Full Time: 40 hours Part Time: Less than full time %: # of hours per week divided by 40, e.g. 32 hours / 40 = 80%
FLSA:	NON-EXEMPT - classifications or skill levels that are considered non-exempt from the overtime provisions under the FLSA "White Collar" Standard Duties tests. EXEMPT – classifications or skill levels that are considered exempt

Sample

Please print: Smith, Jean Cable 9000000009
Last Name, First Name SFSU ID

Classification: Admin Support Coordinator II Department: Admissions & Records

Pay Plan: X 12/12 ___ 11/12 ___ 10/12 ___ Other: Specify _____

Time Base: ___ Full-time X Part-time: Indicate % 80 FLSA Status: ___ Exempt X Non-Exempt