

Expense Reduction FAQs

4/10/2020

Updated: 5/8/2020; 6/19/2020; 8/28/2020

Why are these changes being made?

The combination of the COVID-19 crisis and Governor Murphy's Executive Orders suspending all "elective" surgeries and mandating individuals "stay at home" have significantly reduced volume in the Center. Our volume and revenue was down about 50 percent from mid-March through early July. It is critical that we reduce our expenses so that we can continue pay our bills and avoid eliminating jobs.

Why are hourly employees being asked to take off one day a week?

Staffing requirements in some areas have declined significantly due to reduced patient volume. Reducing work hours among many employees will hopefully allow us to avoid a layoff.

Will this day off be with or without pay?

These hours are to be taken with pay using PPT.

What if I don't have enough PPT available to be paid?

If you do not have enough PPT, we will advance up to 60 hours of PPT so you will be paid.

What if an hourly employee works less than full-time? Do they still have to take a day off?

Yes.

Do I request my day off as I normally do using the Time Off Request in UltiPro?

Discuss this with your manager or timekeeper.

What if our area is understaffed? Do I still need to take a day off?

Your manager will work to ensure adequate staffing requirements are met throughout this time.

Can I work in other areas of the Center on my day off to get paid without using PPT?

Work with your manager to access the personnel pool if you are interested in working in other areas that have staffing needs.

Can I work shorter shifts instead of taking off a full day?

Work with your manager to adjust your scheduled hours based on operational needs.

Will my benefits eligibility be affected?

Benefits eligibility requirements and health, dental, vision and other benefits will stay in force.

Will I be eligible to collect Unemployment?

Partial Unemployment benefits may be available if you experience a reduction in pay. Go to www.myunemployment.nj.gov to learn more.

Can I still apply for an open position?

Yes, we will continue to recruit applicants to fill open positions. During this time, start dates may be delayed.

When will tuition assistance benefits be available again?

This is unknown at this time. We will continue to monitor volume and expenses on a week by week basis.

Why are salaried employees not being asked to take off one day a week?

Federal and NJ State laws require that salaried employees be paid their full salary for any workweek in which any work is performed. Instead of taking a day off, salaried employees will be giving up their biweekly PPT and EST accruals. These accruals range from 10 to 14 hours each pay period.

Why are we stopping 401(k) employer matching contributions?

Stopping 401(k) employer matching contributions will allow us to reduce expenses by \$300,000 per month without impacting your biweekly pay check. Our goal is to try as much as possible to remain financially stable without jeopardizing your take home pay.

When will the 401(k) employer matching contributions stop?

Matching contributions will stop with the 4/19/2020 pay period which is the paycheck dated 5/7/2020.

Can I change my 401(k) Plan contribution amount?

Yes, the 401(k) Plan continues to provide you the opportunity to save for your retirement. To change your 401(k) contribution amount, access your account at www.empower-retirement.com/participant or contact Empower Retirement at 866-467-7756 for assistance. Changes made by the Thursday at the end of the pay period are generally processed in time for the following pay check. For example, changes you make to your contribution amount by Thursday, 4/30/2020 will be reflected in your 5/7/2020 paycheck.

How long do we anticipate this to be in effect?

This is unknown at this time. We will continue to monitor volume and expenses on a week by week basis.