

CORONAVIRUS JOB RETENTION SCHEME: CAMPUS JOBS WORKER - FREQUENTLY ASKED QUESTIONS

What does furlough mean?

The Government's Coronavirus Job Retention Scheme forms part of a collective national effort to protect people's jobs during the Coronavirus lockdown restrictions. The Scheme was announced by the Chancellor of the Exchequer on 20 March 2020 and is run by HMRC. The Scheme in its current form will continue until the end of July, however the Government have announced the Scheme has been extended until the end of October, with some changes - the details of which are yet to be fully announced.

Eligible Campus Jobs workers who are unable to work because of the lockdown restrictions or where work has been withdrawn can be placed on 'furlough leave'. This means those eligible will receive 80% of their average wages or 80% of the wage they received in the same month as last year - whichever is the higher amount. Under the Coronavirus Job Retention Scheme, the Government will then reimburse the University for a proportion of salary costs, up to £2,500 per month.

For more information on the scheme please visit the [gov.uk website](https://www.gov.uk).

How will I know if I am on furlough leave?

If you are to be placed on furlough leave, you will receive a letter via email from Campus Jobs. This will include information on the furlough scheme and the arrangements around furlough leave, including confirmation that you cannot undertake any work for the University while you are on furlough leave.

If you have any questions, please contact [Campus Jobs](#) in the first instance.

How was it determined that I am eligible to be furloughed?

To be eligible for the scheme, the Government requirements are that you:

- Must have a National Insurance Number (and have provided this to Campus Jobs)
- Are able to be furloughed for a minimum of three weeks
- Are on the employers payroll before the 19th March (in Campus Jobs terms, this means that you must have been paid by Campus Jobs in February 2020 or in any month before this)

Additionally, employers are permitted to use their own eligibility criteria. We are committed to using the Job Retention Scheme responsibly, whilst also supporting workers who have committed to working via Campus Jobs and have worked regularly.

The following eligibility criteria is, therefore, in place:

- You must have had your work withdrawn, be unable to continue working remotely, and not been offered alternative work
- You must have a Campus Jobs assignment with an end date of the 1st March 2020 or after
- You must have completed a minimum of three pieces of 'regular work'. This is defined as:

1) completing one type of work in three or more payroll months since the 1st August 2019;

or

2) completing three or more different types of work in one or more payroll months since the 1st August 2019;

or

3) a combination of options 1 or 2, as long as three pieces of work have been completed in payroll months since the 1st August 2019.

Example 1:

Josh is paid for his work as a Residential Catering Assistant in October, November and December and therefore meets the eligibility criteria.

Example 2:

Claire is paid for her work as a Student Demonstrator in January and February. She was also paid for her work as an Invigilator in February and therefore meets the eligibility criteria.

Example 3:

Chris is paid for his work as a Student Ambassador in November. He also worked as a Bars Assistant in December. Chris has not been paid for any further work in any other 2019-20 payroll months and therefore does not meet the eligibility criteria.

If 80% of your average pay (or 80% of the pay that you received in April 2019), is less than £50 per month then you will not be eligible for any furlough pay.

No furlough payments will be made in the June payroll if work has been completed on or after the 1st April 2020.

How much will my furlough pay be?

Furloughed workers will receive 80% of the higher of:

1) the amount that they earned in the same month last year (e.g. June 2020's furlough pay is based on June 2019 earnings);

or

- 2) the average amount they earned since starting work (if they started work after the 6th April 2019);

or

- 3) the average amount they earned in the tax year 2019-20 (if they started work before the 6th April 2019).

Furlough pay will be back-dated from the last day you recorded that you worked on your timesheets plus one day. The earliest that you can be furloughed from is the 23rd March 2020.

The furlough pay that eligible workers receive each month could change depending on whether the pay that the individual received in that month last year is higher or not than their average pay.

For more information on how the calculation is worked out for variable hour workers, please visit the [gov.uk website](https://www.gov.uk).

When will I receive my furlough pay?

Workers who have been furloughed will receive a payslip 3 to 5 working days before payday. This will detail the amount of furlough pay they will receive for that month. Furlough pay will be received on the last working day of the month in the same way that normal pay is received.

Will my income tax, National Insurance contributions or pension contributions be affected?

Depending on your circumstances you may not pay income tax, National Insurance contributions or pension contributions. If you do pay income tax, National Insurance contributions or pension contributions, you do not need to take any action in relation to your pay. We will pay you your 'furlough pay' and will deduct tax and National Insurance, as required, and contribute to pensions (where applicable). Deductions of tax, National Insurance and pension contributions continue throughout the furlough leave period. There will be no interruption to your pension or life assurance benefits while you are on furlough leave (if applicable).

How long can I be placed on furlough leave? When will I know when to come back to work or when it has ended?

You must be on furlough leave for a minimum of three weeks to allow us to access the scheme. This may continue for a longer period depending on any government measures put in place. The scheme is currently open in its present form until 31 July 2020.

Following the initial letter placing you on furlough leave, Campus Jobs will keep you updated to let you know if you are eligible for either a further period of furlough leave, or with arrangements enabling you to return to work.

How will you keep me up to date about being furloughed?

We will only contact you via your student email address so you must continue to check this email account. If you are completing your studies this year, we will continue to update you via your student email account until it is discontinued – we will then contact you via the email address you have inputted on RISIS.

If you are a Campus Jobs Temp (i.e. a non-student), we will contact you via the email address you entered on the Campus Jobs portal.

If I am furloughed, is it still ok for me to study and do my exams?

You should continue to undertake all teaching, learning and assessments in relation to your academic studies, as normal.

What happens if I have agreed to do some work in my Campus Jobs assignment?

You must contact Campus Jobs immediately by phoning 0118 378 4499 or emailing campusjobs@reading.ac.uk. You cannot be on furlough leave and work at the same time through Campus Jobs (or the University's Central Human Resources department). You will either be unable to work or your furlough leave will be cancelled so that you can work. Please note that the minimum amount of time you can be furloughed for is three weeks. This is also the minimum period that you can work between periods of furlough leave.

What happens if I have done some work through Campus Jobs after I was officially furloughed?

You must contact Campus Jobs immediately by phoning 0118 378 4499 or emailing campusjobs@reading.ac.uk. You cannot have been on furlough leave and have worked at the same time through Campus Jobs (or the University's Central Human Resources department). The application to HMRC to place you on furlough leave will be revoked.

Can I apply for another Campus Jobs assignment while I am on furlough leave?

Yes, you can continue to apply for any Campus Jobs assignments however, you will not be able to start work in the new assignment unless you have been 'un-furloughed' or until the Coronavirus Job Retention Scheme has ended.

Can I work for another employer while I am on furlough leave?

Yes, you can work for another employer while you on furlough leave with the Campus Jobs. This includes working for RUSU, the Co-op or other organisations which are based on-campus but aren't technically part of the University. This includes part time jobs, internships, placements and full time jobs, as long as they are not working for Campus Jobs or the University.

Can I keep working through the Disability Advisory Service via Randstad while I am on furlough leave?

Yes, Randstad is not a part of the University and therefore you can be on furlough leave with Campus Jobs and still work through Randstad.

Can I refuse to be on furlough leave?

Yes, you can object to being placed on furlough. However, it is important to remember that we are using the Job Retention Scheme to help us to get through a difficult time when workloads have changed or have been significantly reduced, and your support is vital. If you have any concerns, the formal letter confirming your furlough includes an opportunity to provide feedback, or alternatively, please raise these directly with Campus Jobs.

Can I continue to work for the University or continue volunteering when I am on furlough leave?

You will not be provided with any work and you must not carry out any work for the University while you are on furlough leave. This will be confirmed in writing to you.

Your manager will determine how best to hand over any outstanding work and will give you time to do this before your furlough leave begins.

You can sign up to volunteer for other organisations while on furlough leave from your employment with the University.

What happens if I become unwell while I am on furlough leave?

You will remain on furlough leave if you become sick during the furlough period. Please advise Campus Jobs if you become unwell when you are keeping in touch with them and follow normal sickness reporting procedures if you return to work.

What should I write in my email 'out of office' message (if applicable)?

If you are contacted regularly by email, we suggest that you add an out-of-office message to your email, such as:

Thank you for your message.

I am currently on 'furlough' under the UK Government's Coronavirus Job Retention Scheme (CJRS).

I am due to return to my role on [date], OR I do not know yet what date I will return to work. In the meantime, please contact [name and contact details of most appropriate contact] on [contact email address].

Please note, if your request is related to a Freedom of Information enquiry, please contact imps@reading.ac.uk

[Your name]

Can I keep in touch with other Campus Jobs workers, my manager or other University staff while on furlough leave?

You can keep in touch with your manager and friends at work while you are on furlough leave, however you must not undertake anything that is work related.

How can I get general support if I am a student?

If you are suffering from financial difficulties, you should contact the [Student Financial Support Team](#).

If you would like support with any personal difficulties you may be facing, you should contact the [Student Welfare Team](#).

For the latest information about Coronavirus and our response, please visit [Essentials](#).

How can I ask question about being furloughed?

Please contact the Campus Jobs team who will be able to answer any questions that you have, the team can be contacted on campusjobs@reading.ac.uk. You can also find out more by consulting information on the Coronavirus Job Retention Scheme below:

Gov.uk - www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme

RUSU - www.rusu.co.uk/advice/ (if you are a student)

Citizens Advice Bureau - www.citizensadvice.org.uk/