

TITLE FURLOUGH

INTERIM PROCEDURE

POLICY

- 2.0 As an alternative to reductions-in-force, the Chief Administrative Officer may furlough some or all employees.
- 2.1 The Chief Administrative Officer must determine the employees who will be furloughed and the number of days on which employees will be furloughed.
- 2.2 The Chief Administrative Officer must determine the employees who will be affected by fixed furlough days and those who will be affected by alternate furlough days.
- 2.3 Furlough days are a permanent loss of an employee's work hours which must not be made up in overtime hours or compensatory time earned by the same or another employee.
- 2.4 Employees must not be required, allowed, or permitted to work on their fixed or alternate furlough days, or to perform work on other hours or days outside of their regularly scheduled hours to compensate for their furlough days.
- 2.5 Employees will accrue annual and sick leave on their furlough days on the same basis as if they had worked.
- 2.6 Neither life insurance nor retirement benefits of employees will be adversely affected by furlough days.
- 2.7 Employees must elect one of two payroll deduction plans:
 - A. the Lump-sum Deduction Plan whereby the salary loss represented by a furlough day will be deducted during the pay period in which the furlough day is taken; or
 - B. the Extended Deduction Plan whereby each employee will be credited with an amount of annual leave which equals the number of furlough days in the furlough plan, and the salary loss represented by the total number of furlough days specified in the furlough plan will be deducted in equal amounts over all pay periods in the furlough period.

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- 2.8 For employees who elect the Extended Deduction Plan, the maximum amount of leave that may be carried over from one leave year to the next will be increased by the number of furlough days in the furlough plan for the two leave years following the furlough period.
- 2.9 An employee who elects the Lump-sum Deduction Plan and who is scheduled to be furloughed on a specified day will not be permitted to use sick leave, annual leave, parental leave, compensatory time, or any other type of approved leave except leave without pay on that day, even if such leave or compensatory time was scheduled and approved in advance of the declaration of the furlough day. An employee who elects the Lump-sum Deduction Plan and who is on leave without pay on a fixed or alternate furlough day will remain on leave without pay.
- 2.10 An employee who elects the Extended Deduction Plan must use annual leave on a fixed furlough day, even if another type of leave was scheduled and approved in advance of the declaration of the furlough day. An employee who has exhausted all annual leave must use leave without pay.
- 2.11 An employee who is on disability leave on a furlough day will not receive the County supplement to Workers' Compensation.
- 2.12 State/County employees will not receive the County salary supplement on furlough days.
- 2.13 If an employee who elects the Extended Deduction Plan is separated from County employment prior to the entire furlough amount being repaid to the County, the remaining loss of pay attributable to a furlough which was advanced to the employee is a debt to the County which may be deducted from pay, accrued annual leave or compensatory time, or retirement contributions.
- 2.14 At the conclusion of the furlough period, if for any reason an employee who elects the Extended Deduction Plan has not experienced the total salary loss represented by the number of furlough days in the furlough plan, his or her annual leave balance must be reduced by the number of days which exceed the number of furlough days which the employee actually took.
- 2.15 For the purpose of the calculation of service increments, awards, salary upon promotion or demotion, or other salary amounts based on the employee's base salary, the figure representing the base salary is not reduced by the salary loss resulting from furlough days.

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2.16 If an employee on a fixed furlough day or alternate furlough day scheduled by the department is required to return to work to perform unanticipated work assignments, usually of an emergency nature, the employee will be entitled to receive call-back pay at the overtime rate for all hours worked within the normally scheduled work day, and is guaranteed a minimum of 3 hours of pay at the overtime rate. Alternate furlough hours must be scheduled for the hours subject to call-back pay.

DEFINITIONS

- 3.0 ALTERNATE FURLOUGH DAY - A day assigned in lieu of a fixed furlough day if:
 - A. the employee is required to work on a fixed furlough day;
 - B. the employee is assigned to a unit or function which is scheduled to be furloughed on a fixed furlough day, but the employee is not normally scheduled to work on the fixed furlough day; or
 - C. no fixed furlough days are declared.

An employee who elects the Lump-sum Deduction Plan must be scheduled by his or her supervisor to take the required number of alternate furlough days within the furlough period.

- 3.1 EXTENDED DEDUCTION PLAN (EDP) - A method which may be elected by an employee whereby the employee will be credited with an amount of annual leave which equals the number of furlough days in the furlough plan, and the salary loss represented by the total number of furlough days specified in the furlough plan will be deducted in equal amounts over all pay periods in the furlough period. For employees who elect the EDP, the maximum amount of leave that may be carried over from one leave year to the next will be increased by the number of furlough days in the furlough plan for the two leave years following the furlough period.
- 3.2 FIXED FURLOUGH DAY - A furlough day determined by the Chief Administrative Officer for specified employees. On a fixed furlough day, the offices or work sites of affected employees will be closed to the affected employees and to the public. Seasonal, substitute, or temporary employees must not report to a work site which is closed due to a fixed furlough day.
- 3.3 FURLOUGH - A temporary, non-pay status and absence from normally scheduled duty required by the Chief Administrative Officer due to lack of sufficient funds or work.

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3.4 FURLOUGH DAY - A furlough day is eight (8) hours for a full-time employee who is regularly scheduled to work 2,080 hours in a work year; 8.4 hours for a full-time employee who is regularly scheduled to work 2,184 hours in a work year; and, 9.6 hours for a full-time employee who is regularly scheduled to work 2,496 hours in a work year. A furlough day for a part-time employee or a school-based employee working a 10-month schedule is determined by dividing the number of hours normally scheduled in the pay period by 10, as represented in the formula below.

$$\frac{\text{Hours regularly scheduled to work in pay period}}{10}$$

3.5 FURLOUGH PERIOD - As determined by the Chief Administrative Officer, the time period during which affected employees must lose the pay attributable to the furlough days.

3.6 FURLOUGH PLAN - As determined by the Chief Administrative Officer, the number of furlough days for which pay must be taken, the furlough period, the employee groups which will be affected by furlough and the designation of fixed furlough days, if any.

3.7 LEAVE YEAR - As stated in Section 13-3 of the Personnel Regulations, a leave year begins with the first full pay period of a calendar year and ends with the pay period in which December 31st falls.

3.8 LUMP-SUM DEDUCTION PLAN (LDP) - A method which may be elected by an employee whereby the salary loss represented by a furlough day will be deducted during the pay period in which the furlough day is taken.