

# Human Resources Policy Bulletin

City of Lincoln

Number: 2020-4

Date: May 2020

<b>Reference:</b>	<b>Title:</b>
	FURLOUGH POLICY

## I. POLICY

It shall be the policy of the City of Lincoln to allow an employee to be placed on furlough in a temporary non-duty and non-pay status because of lack of funds or appropriations or shortage of work. Furloughs may be an alternative to layoff.

## II. DEFINITIONS

**Furlough** shall mean voluntary or mandatory unpaid time off from work on a temporary basis without loss of benefits or leave accruals.

**Employee** shall mean status employee in a classified service.

## III. PROCEDURE

### A. Voluntary Unpaid Furloughs

1. Department Head may make a request to status employees in the classified service for volunteers, or employees may volunteer, to be placed on unpaid furlough whenever the Department Head deems it necessary by reason of shortage of funds or appropriations or shortage of work.
2. All requests by employees to be voluntarily placed on unpaid furlough must be made in writing.
3. All voluntary furloughs must be approved by the Department Head, and no voluntary furlough will be approved if, in the discretion of the Department Head, it will compromise efficient operations of the department or interrupt, impede, or detrimentally impact the delivery of essential services.
4. A Department Head shall make a request for volunteers to be placed on voluntary unpaid furlough prior to the implementation of a mandatory furlough.

5. If voluntary unpaid furlough is taken by an employee, the voluntary unpaid furlough time will be considered in satisfying any subsequent mandatory unpaid furlough requirements within a fiscal year.
6. Length of Voluntary Furlough: A Department Head may grant a request to be placed on voluntary unpaid furlough. Voluntary unpaid furloughs must be taken in two (2) hour increments. A full day furlough without pay is equal to the employee's normal scheduled work hours on the affected day.
  - a. Voluntary unpaid furloughs in excess of thirty (30) calendar days must be approved by the Human Resources Director.
  - b. Voluntary unpaid furlough hours may be scheduled over consecutive days and/or weeks, or non-consecutive days over a period of time (e.g. one workday per month for a twelve-month period).

A Department Head shall schedule furloughs in a manner which minimizes disruption to the efficient operation of the department. A Department Head will work with employees to identify in advance what voluntary furlough days/hours will be taken to maintain effective operations and essential services.

#### **B. Mandatory Unpaid Furloughs**

1. A Department Head shall make a request for volunteers to be placed on voluntary furlough prior to the implementation of a mandatory unpaid furlough. If there are insufficient volunteers to mitigate the need for mandatory unpaid furloughs and/or if effective operations or essential services are compromised, a Department Head may implement mandatory unpaid furloughs.
2. A Department Head may furlough status employees in the classified service whenever he/she deems it necessary by reason of shortage of funds or appropriations or shortage of work. In such case, a Department Head shall establish a uniform Mandatory Furlough Plan which shall require all employees in the department to take an equal number of hours of leave without pay during a furlough period, unless doing so would cause an interruption to essential services.
3. Notice: When a mandatory unpaid furlough has been implemented, absent an emergency, the status employee shall be notified at least fifteen (15) calendar days prior to the effective date of a furlough period.
  - a. The furlough notice will include the following:
    1. A general statement of the reason for the furlough (budget shortfall, decrease in appropriations, shortage of work),

2. The effective date of the furlough and the maximum number of furlough hours. If the furlough is due to an emergency situation the number of hours may not be known in advance. If the number of furlough hours becomes known after the onset of the furlough, then reasonable efforts will be made to communicate the information to furloughed employees.

b. In the case of an emergency, a furlough notice will be provided as soon as reasonably possible.

4. Length of Mandatory Unpaid Furlough:

a. A status employee may be placed on mandatory unpaid furlough for a period **not to exceed ninety-six (96) furlough hours** during a City fiscal year.

b. Mandatory unpaid furlough hours may be scheduled by the Department Head over consecutive days and/or weeks, or non-consecutive days over a period of time (e.g. one workday per month for a twelve-month period).

c. Mandatory unpaid furlough hours must be taken in two (2) hour increments. A full day furlough without pay is equal to the employee's normal scheduled work hours on the affected day.

d. An employee may not be furloughed more than their normal scheduled workday unless requested by the employee and agreed to by the employee and Department Head.

5. Scheduling Mandatory Unpaid Furlough:

a. The scheduling of mandatory unpaid furloughs shall be at the sole discretion of the Department Head and a Department Head shall schedule furloughs in a manner which minimizes disruption to the efficient operation of the department. However, to the extent possible, employees will be allowed to choose the timing of furlough days/hours.

b. Employees shall not be scheduled for furlough during periods of paid approved leave. Employees may be scheduled for furlough upon return to work from approved leave.

c. Employees on unpaid leave status at the time mandatory furlough is implemented within a department, may be required to take mandatory furlough after their return to working status.

6. Essential Services: Department Heads shall plan mandatory unpaid furlough time in a manner that allows for essential services to be provided. A Department Head will work with employees to identify in advance what furlough days/hours will be taken during the furlough period and to maintain effective operations and essential services.

**C. Additional Procedures and Terms Applicable to Voluntary and Mandatory Furloughs**

1. Because furlough is a cost saving mechanism, while on furlough, whether voluntary or mandatory, employees shall not be permitted to use any available paid leave they have accrued.
2. Employees will not be allowed to work overtime in an attempt to recoup lost wages resulting from furlough days.
3. Employees will be directed to perform no work during designated furlough hours/days.
4. In a week where an exempt employee voluntarily or is required to take furlough hours/days, the exempt employee shall work no more than eight (8) hours per day on all other workdays in that week.
5. If an employee is called in to work on an assigned furlough day, the employee will be paid for the actual hours worked on that day and any regularly scheduled hours that are not worked shall be unpaid and be counted as furloughed hours.
6. No employee will be allowed to use unpaid suspensions served as a substitute for assigned furlough days.
7. Furloughed employees may not volunteer to do what the City otherwise pays them to do on a scheduled furlough day.



Douglas J. McDaniel  
Human Resources Director

May 26, 2020

Date



Leirion Gaylor Baird  
Mayor

May 26, 2020

Date