

May 26, 2010

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, June 3, 2010
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Creation of County Rule 21 of the Personnel Rules – Furlough.

ITEM 2: Miscellaneous Discussion.

pc: Department Heads

RULE 21 - FURLOUGH

21.1 Definition (Created 6/10)

A **furlough** is the placement of an employee 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.

21.2 Mandatory Furloughs and Voluntary Furloughs (Created 6/10)

(a) Mandatory Furlough: A Department Head may furlough a status employee in the classified service whenever he deems it necessary by reason of shortage of funds or appropriations or shortage of work. The status employee shall be notified at least fifteen (15) calendar days prior to the effective date of the employee's furlough.

(b) Voluntary Furlough: A Department Head may ask status employees in the classified service for volunteers, or employees may volunteer, to be placed on furlough whenever the Department Head deems it necessary by reason of shortage of funds or appropriations or shortage of work.

(c) Length of Furlough: A status employee may be placed on furlough for a period of consecutive days and/or weeks, or non-consecutive days over a period of time (e.g. one work day per month for a twelve month period).

(d) Notice: 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 days. If the furlough is due to an emergency situation the number of days may not be known in advance. If the number of furlough days becomes known after the onset of the furlough, then reasonable efforts will be made to communicate the information to furloughed employees.

(e) Scheduling:

(1) The scheduling of 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.

(2) Employees shall not be scheduled for furlough during periods of paid military leave. Employees may be scheduled for furlough upon return to work from military leave.

(f) Exclusion of Essential Employees:

(1) A Department Head may exclude from participation in furloughs employees who have special skills, who are considered essential to the mission of the Department.

(g) Benefits and Seniority:

(1) Furloughs shall not constitute a break in service of employment and there shall be no loss of seniority.

(2) Furloughs shall not effect an employee's health insurance, dental insurance, continuous service, length of service or eligibility for longevity increases. However, employee shall be responsible for their normal contributions for benefits.

(h) Vacation Leave, Sick Leave, Personal Holidays, and Other Paid Leaves:

(1) Employees shall continue to accrue vacation and sick leave at their current levels during the furlough period and leave earnings shall not be prorated as a result of a furlough.

(2) Employees may not substitute paid leave for a period of furlough.

(j) Holiday Pay During Scheduled Furlough:

(1) If a furlough day is scheduled on a holiday, then the employee will not receive holiday pay.

(2) Furlough days scheduled immediately before and/or after a holiday, but not scheduled on a holiday, shall not disqualify an employee from receiving holiday pay.

(k) Sanctions: Employees are strictly forbidden from performing any County work while on furlough, including but not limited to checking work-related e-mail and voice mail. Employees who perform County work while on furlough may be subject to appropriate disciplinary action up to and including dismissal from employment.