

State Operated Community Program
AFSCME Represented Employees
SOCP Information Memorandum

Topic:	Furlough Days	Issue date:	08/17/2011												
<p>Applies to: (check all that apply) AFSCME Represented Employees</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input checked="" type="checkbox"/> All employees includes:</td> <td style="width: 33%;"><input checked="" type="checkbox"/> Prog. Managers</td> <td style="width: 33%;"><input checked="" type="checkbox"/> Site Managers</td> </tr> <tr> <td><input checked="" type="checkbox"/> Nurses</td> <td><input checked="" type="checkbox"/> BVS1s</td> <td><input checked="" type="checkbox"/> BVS2s</td> </tr> <tr> <td><input checked="" type="checkbox"/> Cent. Office staff</td> <td><input checked="" type="checkbox"/> Group home staff</td> <td><input checked="" type="checkbox"/> Trainers</td> </tr> <tr> <td><input checked="" type="checkbox"/> HR</td> <td><input type="checkbox"/> Other : _____</td> <td></td> </tr> </table>				<input checked="" type="checkbox"/> All employees includes:	<input checked="" type="checkbox"/> Prog. Managers	<input checked="" type="checkbox"/> Site Managers	<input checked="" type="checkbox"/> Nurses	<input checked="" type="checkbox"/> BVS1s	<input checked="" type="checkbox"/> BVS2s	<input checked="" type="checkbox"/> Cent. Office staff	<input checked="" type="checkbox"/> Group home staff	<input checked="" type="checkbox"/> Trainers	<input checked="" type="checkbox"/> HR	<input type="checkbox"/> Other : _____	
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FROM: Central Office

SUBJECT: Staff who have Floating Furlough Days

First designated furlough day is Friday, August 19, 2011

Attached is the **Procedure for scheduling Furlough Days** (Floating and Designated) Please post at each group home on the staff bulletin board.

Questions should be referred to SOCP Human Resources: 503-378-5952.

If you have questions about this information, contact:

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DHS: Seniors and People with Disabilities
State Operated Community Program
AFSCME Represented Employees

Procedure for Scheduling Furlough Days

Staff who have FLOATING furlough days:

Employees may begin requesting furlough days August 1, 2011. *(If an employee has used a vacation day during August 2011, prior to this notification, and would like to convert it to a Furlough Day, they may do so by submitting an updated leave request form.)*

The following classifications will have **floating furlough days** *(day is not set and you can request what day you want to take off).*

- Habilitative Training Tech 2
- Licensed Practical Nurse
- Mental Health Therapy Tech
- Respiratory Care Tech

Employees Monthly Base Pay Rate sets the number of days that need to be taken.

Tier / salary range	Number of days to be taken:
Tier 1 \$2450 and below	10 days (80 hrs)
Tier 2 \$2451-\$3100	12 days (96 hrs)
Tier 3 \$3101 and above	14 days (112 hrs)

No more than 2 shifts per week can be taken. Time must be taken in 4-hour blocks, or for a full regularly scheduled shift (8, 10, 12 or 16 hour shift.) You do not have to wait to approve/disapprove a furlough day. You have 15 calendar days to respond from the day the furlough is submitted to management.

- If there is a conflict in requested furlough days off, the conflict shall be resolved by granting the days off to the person who made the first request.
- If the employee has a pre-determined vacation, the vacation takes precedence over scheduling of the furlough day. However, furlough days shall take precedence over short-term vacation or comp time off request.
- If seniority was used to get a predetermined vacation, furlough day cannot be substituted for a vacation day. But if the employee requested vacation not using seniority then a furlough day may be substituted but in no case can the employee take more than 2 days per week.

Once a furlough day has been scheduled requests for vacation may be denied for operational reasons and cannot cause a rescheduling of a furlough day.

When an employee is on a furlough day, they cannot work. This means no voluntary, mandatory or expanded overtime on the furlough day. Employees will not be penalized on the overtime lists for not accepting overtime on a furlough day. However, it is the responsibility of the employee, when responding to an overtime opportunity to let the caller know they are refusing because they are on a "Furlough Day." When recording on the overtime lists, code as "Unavailable".

Continued

Unpaid Leaves (FMLA/OFLA, Workers Comp, Leave without pay)

If an employee is on approved Leave without pay they may request to use Furlough days during that time period, but may not exceed 2 days per week.

SOCP Pilot

SOCP has agreed to pilot (for the first six months only – then will be reviewed) the option of employees using furlough time in 1 hour increments. This would be used by following house procedures (already in place) for leaving your shift early. Time must be in no less than full 1 hour increments. This can NOT be used to cover for showing up late to your shift or calling in on your shift.

Staff who observe DESIGNATED furlough days:

The following classifications will observe the designated furlough days (if based on your salary you need to take additional days beyond the designated closure days – you will need to submit a request to your manager in advance):

- BVS 1 & 2's
- Office Specialists
- Maintenance Repair Workers
- Trainers

Employees Monthly Base Pay Rate sets the number of days that need to be taken.

Tier / salary range	Number of days to be taken:
Tier 1 \$2450 and below	10 days
Tier 2 \$2451-\$3100	12 days
Tier 3 \$3101 and above	14 days

The first designated furlough day is August 19, 2011. Other dates are as follows:

2011

- Friday, November 25, 2011

2012

- Friday, March 23, 2012
- Friday, May 25, 2012
- Friday, August 17, 2012
- Friday, October 19, 2012
- Friday, November 23, 2012

2013

- Friday, January 18, 2013
- Friday, April 19, 2013
- Friday, May 24, 2013

Questions should be referred to SOCP Human Resources. 503-378-5952