

State Operated Community Program
 AFSCME Represented Employees
SOCP Information Memorandum

Topic:	Furlough Scheduling Procedure-Update	UPDATE:	09/19/2011												
<p>Applies to: (check all that apply) AFSCME Represented Employees</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><input checked="" type="checkbox"/> All employees includes:</td> <td style="width: 25%;"><input checked="" type="checkbox"/> Prog. Managers</td> <td style="width: 25%;"><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 colspan="2"><input type="checkbox"/> Other: _____</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: Lois DeLong, HR Manager

SUBJECT: UPDATE – Scheduling Procedure for Furlough Days (09/08/11)

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

Also, attached is the “**Furlough Obligation Form**” which only needs to be signed and submitted if you elect to take a “**voluntary salary reduction,**” which needed to be submitted to supervisors by 09/15/11.

- Attachments:**
- *Procedure for Scheduling Furlough Days*
 - *Furlough Acknowledgement Form*

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

If you have questions about this information, contact:

Contact(s):	Robert T. Clabby	Lois DeLong
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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 1 - \$2450 and below	Number of days to be taken:	10 (80 hrs)
Tier 2 - \$2451-\$3100	Number of days to be taken:	12 (96 hrs)
Tier 3 - \$3101 and above	Number of days to be taken:	14 (112 hrs)

No more than 2 **shifts** per week can be taken. Time must be taken in no less than a 1-hour block, or for a full regularly scheduled shift (8, 10, 12 or 16 hour shift.) For a full regularly scheduled shift, you must follow the approval process and receive prior approval from your manager. If you are requesting less than a full regularly scheduled shift and at least 1 hour; you must have prior supervisor approval or approval following established house procedures. 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

Procedure for Scheduling Furlough Days

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".

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

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

Friday	November 25, 2011	Friday	November 23, 2012
Friday	March 23, 2012	Friday	January 18, 2013
Friday	May 25, 2012	Friday	April 19, 2013
Friday	August 17, 2012	Friday	May 24, 2013
Friday	October 19, 2012		

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

FURLOUGH ACKNOWLEDGMENT FORM

July 1, 2011 through June 30, 2013
ALL EMPLOYEES MUST SIGN THIS FORM*

Due to budgetary shortfalls, I _____, Employee ID # _____, Agency # _____, understand that cost reduction measures will be taken from July 1, 2011, through June 30, 2013.

My furlough obligation during this period of time corresponds to my salary rate, identified below:

<input type="checkbox"/> Tier 1 – \$2450 & below (10 days/80 hours)	<input type="checkbox"/> Tier 2 – \$2451-\$3100 (12 days/96 hours)	<input type="checkbox"/> Tier 3 – \$3101 & above (14 days/112 hours)
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My furlough obligation is to be taken in the method required by my agency, identified below:

<input type="checkbox"/> FIXED CLOSURES <i>These dates apply to most agencies; however, some represented agencies may have different closure dates.</i> OFFICE CLOSURE DATES: <ul style="list-style-type: none"> •**Friday, August 19, 2011 •Friday, October 19, 2012 Friday, September 16, 2011 •Friday, November 23, 2012 •Friday, November 25, 2011 •Friday, January 18, 2013 •Friday, March 23, 2012 •Friday, April 19, 2013 •Friday, May 25, 2012 •Friday, May 24, 2013 •Friday, August 17, 2012 <p><i>** Closure for some AFSCME-represented agencies</i></p>	<input type="checkbox"/> NON-FIXED CLOSURES (ALL FLOATS) OPTIONAL PAY REDUCTION , only available to employee's with all floats (box checked above) <u>This form must be submitted to management by 9/15/11 for payroll processing for this option.</u> <input type="checkbox"/> I voluntarily elect to satisfy my total floating furlough obligation through a voluntary salary reduction of 1.92% for Tier 1, 2.30% for Tier 2, or 2.68% for Tier 3. This salary reduction is effective through 6/30/13.
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Floating furlough days/hours (subject to internal leave process): *Example – 8LA-9/16/11*
Agencies may use this form as a furlough leave request

ACKNOWLEDGEMENTS: During the time I take my approved furlough day(s), I understand:

- I will code my timesheet for all furlough hours taken, using the payroll code "LA."
- I authorize my agency payroll office to deduct my salary for the hours I request as furlough leave.
- I will not perform any work on furlough time unless specifically authorized by management; if unapproved, time worked may result in disciplinary action. Time worked includes, but is not limited to, checking email or voicemail via any device. If I am an FLSA Exempt employee my FLSA status will be recognized as Non-Exempt rather than Exempt during a work week with furlough time.
- I am not eligible to receive unemployment benefits for furlough time. Should I receive unemployment benefits, the Agency will automatically deduct from one (1) paycheck, the full amount of money that equals the dollar amount received in unemployment benefits.
- All furlough time will be scheduled and taken no later than March 31, 2013, except for closure days in April and May 2013. If the furlough time is not scheduled and taken by March 31, 2013, management will schedule time to be taken by May 31, 2013. In the event I have any furlough obligation remaining after May 31, 2013, my July 1, 2013 paycheck for the June 2013 pay period will be reduced by the equivalent amount for the remaining furlough obligation.
- If I separate from state service during this time period, I understand that I will not be paid for furloughs taken. Further, prior to separation, I will take the minimum furlough time identified in the Obligation Chart. If applicable, my final pay may be reduced by the amount equivalent to the remaining required obligation.
- I will follow any additional conditions outlined in policy (for managers/unrepresented/unclassified service employees) or collective bargaining agreements (for represented employees).

Employee Signature	Date	Supervisor Signature	Date
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* Agencies are responsible for maintaining this original form in the employee's official personnel file.
 CC: Employee; Supervisor; Employee Personnel File; Agency Payroll Office

The Obligation Chart reflects the furlough (mandatory unpaid time off) obligation for new hire or separating employees.

Mandatory Unpaid Time Off Obligation Remaining by Salary Tier								
10 Fixed Closures	NEW HIRE Obligation <i>(with Agency Closures and/or Floats)</i>				SEPARATING EMPLOYEE Obligation ⁴ <i>(with Agency Closures and/or Floats)</i>			
	Hire Date	Tier 1 (10 days)	Tier 2 (12 days)	Tier 3 (14 days)	Separation Date ⁵	Tier 1 (10 days)	Tier 2 (12 days)	Tier 3 (14 days)
		Hours	Hours	Hours		Hours	Hours	Hours
August ¹ 9/16/11	7/1/11-9/16/11	80	96	112	7/1/11-9/16/11	0	0	0
	9/17/11-11/25/11	72	88	104	9/17/11-11/25/11	8	8	8
11/25/11	11/26/11-3/23/12	64	80	96	11/26/11-3/23/12	16	24	24
	2/1/12-3/23/13			88				
3/23/12	3/24/12-5/25/12	56	72	80	3/24/12-5/25/12	24	32	40
5/25/12	5/26/12-6/30/12	48	64	72	5/26/12-8/17/12	32	40	48
	7/1/12-8/17/12	48	56	64				
8/17/12	8/18/12-10/19/12	40	48	56	8/18/12-10/19/12	40	48	56
10/19/12	10/20/12-11/23/12	32	40	48	10/20/12-11/23/12	48	56	64
11/23/12	11/24/12-1/18/13	24	32	40	11/24/12-1/18/13	56	64	80
1/18/13	1/19/13-4/19/13	16	24 ²	32 ²	1/19/13-2/28/13	64	80	96
				24 ²	2/28/13-3/31/13	80 ⁶	96 ⁶	112 ⁶
4/19/13 5/24/13	4/20/13-5/24/13	8	16 ²	16 ²	4/1/13-6/30/13	80 ⁶	96 ⁶	112 ⁶
	5/25/13-6/30/13	0	0 ³	0 ³				

This chart calculates the mandatory unpaid time obligation for new hire employees and the minimum required obligation for separating employees. Fixed closures may vary for some Agencies; employee obligation will be reduced according to the Agency's fixed closures. Chart reflects unpaid time off reduced in 8-hour increments (full-time regular work schedule). Employees on an alternative work schedule or flexible work schedule may take the unpaid time off as their shift and their obligation hours shall be reduced accordingly. Additional or specific requirements are specified in any applicable collective bargaining agreement and/or by policy.

FOOTNOTES:

- ¹ 8/19/11 was a fixed closure for some represented agencies Instead of 9/16/11. For those agencies, the New Hire obligation would be reduced by one day beginning 8/19/11. Also, on the Separating Employee Chart the obligation for taking one day began on 8/19/11, instead of 9/16/11.
- ² The mandatory unpaid time off obligation exceeds the number of remaining closure dates because the employee has float days.
- ³ The float mandatory time off will not be required for an employee hired after 5/24/13.
- ⁴ Employees who retire or separate from the State prior to the end of the biennium are required to schedule and take the number of mandatory unpaid time off days identified for their separation date prior to separating.
- ⁶ Break points for separation dates are based either on closure dates or the end of the biennium time when obligations are to be completed.
- ⁶ Separating employees should have taken the total required number of mandatory unpaid time off obligation by 3/31/13, unless the employee observes closure days. If the employee observes closures, the obligation on 4/1/13 would be 8, 10, and 12, respectively. After the 4/19/13 closure date, the obligation would be 9, 11 and 13, respectively, and after the 5/24/13 closure date the obligation would be fully completed with 10, 12 and 14 days respectively.