



# *employee relations* **BULLETIN**

October 27, 2011

To: Heads of All City Departments (Excluding DWP)  
Departmental Personnel Directors

Subject: **FREQUENTLY ASKED QUESTIONS REGARDING EAA FURLOUGHS  
DURING FISCAL YEAR 2011-12**

**1. What amounts of furlough time are EAA represented employees required to take for Fiscal Year 2011-12?**

208 hours prior to the close of pay period 26 on June 16, 2012.

**2. Is this amount of furlough time equivalent to other bargaining units?**

Yes. Most bargaining units negotiated other savings measures to eliminate or reduce the need for furloughs. To date, EAA has not negotiated alternative savings measures and is therefore achieving the required savings through furloughs.

**3. Can furloughs be taken as full days off?**

No. Furloughs may not be scheduled as full days off. All hourly employees must take furlough time in hourly increments as reduced work days, not as full days off. A maximum of two furlough hours per working day may be taken in conjunction with vacation (VC) or compensatory time off (CTO) to achieve a full day off with department approval.

The compensation for salaried positions represented by EAA is automatically reduced each pay period by the dollar equivalent of the number of hours required to achieve a 10% savings for each position. Effective pay period 10, salaries will automatically be reduced the equivalent of 9 hours of salary through pay period 26 (June 16, 2012). The nine hours is comprised of 8 hours per pay period plus the 1 hour of make up time for the period of suspended furloughs during pay periods 8 & 9.

The nine-hour automatic deduction may not be increased for salaried employees. Any additional furlough deduction for salaried employees must be manually entered into D-Time as a GS code.

## FAQ FY 2011-12 EAA FURLOUGHS

- 4. Can EAA represented employees, take furlough time between Christmas and New Years if a department/division is closed or on reduced staffing between these two Holidays?**

Yes. If EAA represented employees wish to take a maximum 2 hours of furlough time per day in conjunction with VC or other accumulated time off during this period, they may do so with department approval.

- 5. If employees did not take furlough time during payroll period 8 & 9 (September 25, 2011 through October 22, 2011) because furloughs were suspended, how long do they have to make up those furlough hours?**

Hourly (non-salaried) employees who did not take furlough time during these two pay periods must make up the time by no later than June 16, 2012. This time may be taken only in hourly increments up to two hours per day. Departments may approve up to two hours of furlough time in conjunction with vacation (VC) or accumulated compensatory time off (CTO) for a full day off if operationally feasible and not disruptive to services to the public.

- 6. Can work schedules be changed to or from a 5/40, 9/80, 4/10?**

Approved work schedules may be changed by departments in order to meet on-going operational and public service needs, but not for an intentional temporary change.

- 7. Can the eight hours not worked on previously approved 72-hour reduced work schedules be counted as furlough hours?**

Yes. Employees on a 72-hour reduced work schedule approved prior to October 27, 2011, may count the 8 hours toward the furlough hour requirement. New 72-hour reduced work week schedules in order to have a full day off as furlough time may not be approved after October 27, 2011.

- 8. When employees transfer or promote into or out of an EAA represented bargaining unit, are they required to continue to serve furlough time?**

When employees transfer into an EAA represented bargaining unit, employees will be required to start serving eight hours of furlough per pay period beginning with the pay period that they begin in the job class represented by EAA.

If employees transfer out of a position not represented by EAA, they are no longer required to serve furlough time unless required under an agreement negotiated by another bargaining unit which represents the new position.

## FAQ FY 2011-12 EAA FURLOUGHS

**9. Can employees request furlough time to be taken in the middle of a daily work shift?**

Department management approves furlough time. If operationally feasible, departments may schedule furlough time off at the beginning, middle or end of a shift. The scheduling is solely up to the department.

**10. What will happen when employees transfer to a department or position that is exempted from furloughs?**

These employees will no longer be required to take furloughs. Their furlough data (balance and YTD furlough usage) will be frozen from the date they transfer to the new department or position. It is the mutual responsibility of employees and their departments to ensure the obligated furlough time is taken prior to transferring to furlough-exempt departments or positions.

**11. What will happen when an employee transfers from a furlough-exempt position to a position that is required to take furloughs?**

These employees will be required to take furloughs consistent with a department's approved furlough plan effective on the date of the transfer on an ongoing basis only.

**12. Can employees take voluntary furlough time in addition to the mandatory furloughs?**

Yes, with the approval of their department. Any such voluntary furlough hours must be coded "WF" and will not be counted toward mandatory furlough time.

**13. Can employees donate furlough time to other employees?**

No.

**14. Can employees take furlough time on a paid holiday (e.g. Thanksgiving Day)?**

Yes, but only for the extra hour necessary to total 9 hours on a holiday (HO) for those on a 9/80 schedule.

**15. Can employees take furlough time before or after a paid holiday?**

Yes, if approved by management, but not as a full day of just furlough time.

**16. Can hourly employees choose to come to work on furlough time without pay?**

No.