



State of Nevada



Unpaid Furlough Program for Classified Employees at UNLV

June 2009

Revised July 23, 2009 - Original information from State Personnel indicated that overtime was not allowed in the same “pay week” as furlough, the State Personnel Commission has revised this and now overtime is not allowed in the same “pay period.”

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General Discussion:

- ***WHO*** ----- will be impacted?
- ***WHY*** ----- is it necessary?
- ***WHAT*** ----- does it mean?
- ***WHEN*** ----- will it happen?
- ***HOW*** ----- will we implement?

WHO will be impacted?

ALL classified employees for the State of Nevada
- including those employed by NSHE

√ SB 433 provides for certain employee exemptions for the protection of public health, safety and welfare, must be approved by NSHE Board of Regents in public meeting – it is not clear **any** exemptions will be made.

WHY is this necessary?

SB 433 - passed in response to unprecedented budget concerns, impacts full-time classified employees as follows:

- √ Mandates 96 hours of unpaid furlough leave yearly.
- √ Requires 8 hours unpaid furlough per month.
- √ Less than full-time classified employees – prorated.

NOTE: Board of Regents must define action for pro-staff and faculty as they have direct authority over those employee groups.

WHY is this necessary?

SB 433 - Also included “triggers” to possibly reduce unpaid furlough leave for FY11 if state revenue improves:

√ If projected balance of state revenues is at least \$390M, reduce unpaid furlough leave days to 9 for FY11.

√ If projected balance of state revenues is at least \$425M, reduce unpaid furlough leave days to 7 for FY11.

WHAT does this mean?

- Furlough leave must be scheduled and approved **very soon:**

- √ We want supervisors & employees to reach a solution for furlough leave that is good for both.

- √ In the event agreement cannot be reached, State Personnel has determined the supervisor may direct the use of furlough leave based on business necessity.

Scheduling Considerations:

- Furlough leave may be taken in full-day increments or less than full-day increments.

- √ Federal Wage & Hour Laws require that furlough hours taken must match hours of unpaid leave charged in a pay period

Overtime Considerations:

- Overtime & stand-by pay **will not be allowed** in the same pay period as furlough leave.

- √ Only exception is if approved in advance by State Department of Personnel and Department of Administration.

Note: Original information from State Personnel indicated that overtime was not allowed in the same “pay week” as furlough, the State Personnel Commission has revised this and now overtime is not allowed in the same “pay period.”

What does this impact?

Employees on unpaid furlough are considered to have worked that day for **all** purposes except:

- Payment of salary
- Determination of overtime

Furlough leave will not impact:

- Accrual of annual leave and sick leave
- Pay progression dates
- Continuity of service dates
- Years of service for longevity purposes
- Duration of probationary status

Furlough leave will not impact:

- Eligibility for holiday pay
- Seniority for all purposes (including layoffs)
- Contributions to Supplemental Retirement accounts
- Public Employees' Benefits Program eligibility
- Public Employees Retirement System contributions & service credit

When will this happen?

Effective dates for furlough leave:

***July 1, 2009
through
June 30, 2011.***

The **key** to successful implementation: **CONSISTENCY**



- **Remember**, Payroll staff who must manage the furlough paperwork are also state classified, also short-staffed, and will also be required to take unpaid furlough leave.
- Make every effort to schedule furlough leave consistently from month to month over the biennium.

How will furlough days be implemented?

- Supervisor & employee agree on a furlough leave schedule:
 - √ Full 8 hours unpaid leave in 1st or 2nd pay period; or
 - √ 4 hours unpaid leave each pay period per month

**If a schedule cannot be agreed upon, State Personnel has determined the supervisor may direct the use of furlough leave based on business necessity.

Flexible Work Schedules:

- Employee working a flexible schedule during the week containing a furlough day may revert to an 8 hour per day schedule for the week.
- Employees whose actual shift assignments exceed 8 hours should work with their supervisors to determine the best method.

√May need to work or take annual leave for balance of shift

Pay Periods & Deductions

Pay Period	1st through 15th of Month	16th through End of Month
Pay Date	25th of Month	10th of Following Month
Standard Deductions	Retirement (PERS) Supplemental Retirement Federal Tax Additional Federal Tax Medicare Parking Health Insurance (PEBP) Supplemental Insurance(s) Legal Services	Retirement (PERS) Supplemental Retirement Federal Tax Additional Federal Tax Medicare Parking Section 125/Flex Account

What to consider as an employee?

- 8 hours during the first or second pay period of the month?

- ✓8 hours leave must be taken during the selected pay period

- 4 hours during each pay period?

- ✓4 hours leave must be taken during each semi-monthly pay period

Great Standard Choices to Consider

Pay Period	1st through 15th of Month	16th through End of Month
Pay Date	25th of Month	10th of Following Month
Great Choices	First Monday First Tuesday First Wednesday First Thursday First Friday Second Monday Second Tuesday Second Wednesday Second Thursday Second Friday	Fourth Monday Fourth Tuesday Fourth Wednesday Fourth Thursday Fourth Friday Last Monday Last Tuesday Last Wednesday Last Thursday Last Friday

What to consider as a supervisor?

- Furlough leave is mandatory
- Collaborative scheduling encouraged
- Assure adequate coverage
- Overtime & Stand-by pay - not an option during same pay period as furlough

Note: Original information from State Personnel indicated that overtime was not allowed in the same “pay week” as furlough, the State Personnel Commission has revised this and now overtime is not allowed in the same “pay period.”

Documenting Your Decision:

The agreed upon furlough leave schedule will be expected to last for the duration of the biennium with few adjustments.

Employee and supervisor must sign a designation form advising the Department leave keeper of furlough leave option.

Unpaid Designation Form

Classified Unpaid Furlough Hours / Pay Period Designations

Please provide the number of unpaid furlough hours to be used in each Pay Period for the biennium, beginning July 1, 2009 and ending June 30, 2011.

Note: For a full-time employee, the total number of hours must add to eight (8) and be in increments of zero (0), four (4), or eight (8) - prorated for employees at less than full-time.

Total Number of Hours to be taken/deducted in the first pay period (1st-15th of the Month) and Paid on the 25th Payroll are to be entered in the box.

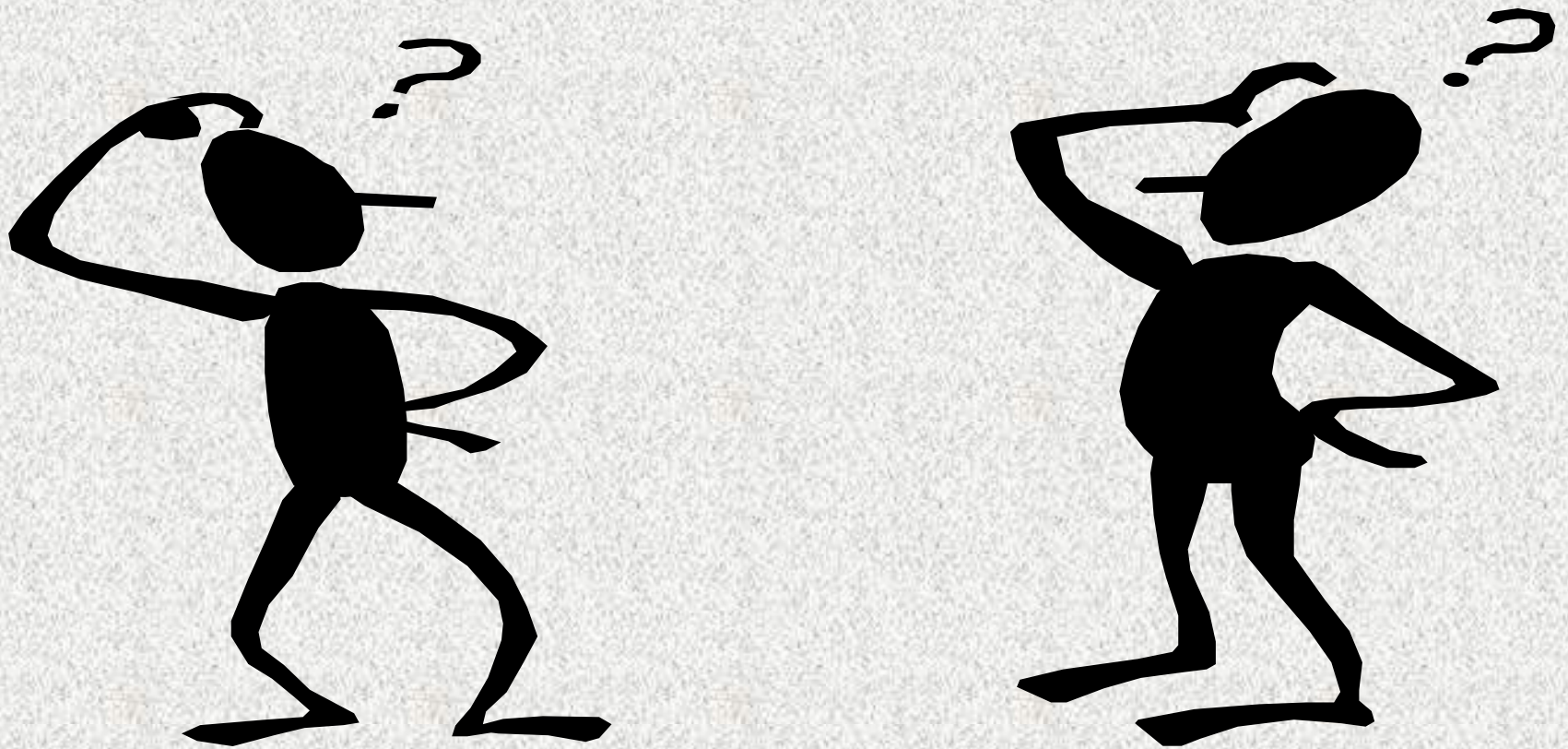
On the line provided, please list the specific manner of furlough usage below. (Examples: First Monday of each month, four hours each first and second Friday, four hours in first two weeks of the month.)

Total Number of Hours to be taken/deducted in the second pay period (16th-31st) and Paid on the 10th Payroll are to be entered in the box.

On the line below, please list the specific manner of furlough usage. (Examples: Last Friday of each month, four hours on Tuesday and Wednesday in last week of the month, four hours in last two weeks of the month.)

A signed copy of this document must be provided to the department leave keeper.

Questions ???



Information regarding the
UNPAID FURLOUGH PROGRAM
FOR
CLASSIFIED EMPLOYEES
will be posted on the
Human Resource web page at
<http://hr.unlv.edu>