

TO: All DOC Management and Executive Service Employees

FROM: John R. Nees – HR Operations Administrator

DATE: June 26, 2009

RE: Furloughs Information



The Department of Administrative Services has extended the cost reduction directive of unpaid furlough days, pay reductions in lieu furloughs and salary freezes for Executive, Management and some Unclassified service employees through August 31, 2009. Most of the policy directive remains unchanged from what was in effect since March 1. Here are some of the details for the months of July and August 2009.

The following classifications are Salary Range 19 and below and will not be required to any furlough days between July 1 and August 31, 2009.

X0113 - Support Services Supervisor 2, X0118 - Exec Support Specialist 1, X0119 - Exec Support Specialist 2, X0805 - Office Manager 1, X1319 - Human Resource Assistant.

The following classifications are Salary Range 20 – 32 and must take (1) unpaid furlough day between July 1 and August 31, 2009:

X0114 - Support Svcs Supv 3, Z0830 - Executive Assistant, X0833 - Supv Executive Asst, X0852 - Principal Contrib. 2, X0865 - Public Affairs Specialist 2, X0866 - Public Affairs Specialist 3, X0871 - Ops/Policy Analyst 2, X0872 - Ops/Policy Analyst 3, X0873- Ops/Policy Analyst 4, X1245 - Fiscal Analyst 3, X1320 - HR Analyst 1, X1321 - HR Analyst 2, X1322 - HR Analyst 3, X1346 - Safety Specialist 2, X3269 - Const Project Mgr 3, X4015 - Facility Oper Spec 2, X4046 - Maint & Operations Supv, X5239 - Inspector 3, X5618 - Internal Auditor 3, X6779 - Lieutenant, X6780 - Captain, X7000 - PEM/A, X7002 - PEM/B, X7004 - PEM/C, X7006 - PEM/D.

The following Classifications are Salary Range 33 and above and must take (2) unpaid furlough days between July 1 and August 31, 2009:

X6241 - Nurse Manager, X7008 - PEM/E, X7010 - PEM/F, Z7012- PEM/G, Z7014 - PEM/H, Z7016 - PEM/I, Z7511 - Supv Dentist, Z7514 - Physician Specialist, Z7549 - Clinical Director.

- This cost reduction directive begins July 1, 2009 and continues through August 31, 2009
- The salary freeze implemented on March 1, 2009 will continue
- The roll back of the "add/drop" step that became effective July 1, 2008 will continue
- The current restrictions on the amount of hours worked during a furlough week will continue
- You must turn in a new Furlough Election Form to schedule your furlough day(s) (see attached Updated Furlough election form)
- Employees may opt for an equivalent pay reduction in lieu of furloughs
- If you select a pay reduction in lieu of furlough day(s) you must turn in a new Furlough Election Form (see attached Updated Furlough election form)
- Continue to use the "LA" payroll code when recording your furlough day on your timesheet
- The form will be completed by the employee then approved by their supervisor and then sent to the payroll technician

Human Resources will provide additional updates as we get more information. Please contact me or your HR manager with any questions you may have on the extended DAS cost reduction directive effective July 1 through August 31, 2009.

Thanks.