

To meet the budget challenges of this fiscal year and to avoid layoffs, the City is implementing this Furlough Program to reduce payroll and budgetary costs from May 3, 2020 through December 26, 2020 (dates subject to change based on FY21 revenue). This program will require furloughs for employees in positions funded (at any percentage) by the City's general fund, hotel/motel sales tax fund, pension fund, and other sales-tax-based funds (Furloughed Employees). No employees in sworn Police or Fire positions will be affected by this Furlough Program. Also, no employees in the Emergency Communications (EC) paygrades will be affected.

I. Furlough Requirements

- A. Furloughed Employees are required to be furloughed for four (4) hours per week. Hours worked and leave taken during a week should not exceed thirty-six (36) hours.
- B. Furloughed Employees who work daytime hours Monday through Friday should take their furlough hours on Friday afternoons.
- C. Furloughed Employees who work an alternate schedule will take an equivalent furlough (4 hours) as directed by their management.
- D. When a holiday falls on a Friday, the furlough should be taken on Thursday or the last scheduled workday immediately preceding the holiday.

II. Tracking Hours Worked

- A. Furloughed Employees, whether exempt or non-exempt under the Fair Labor Standards Act (FLSA), are responsible for accurately tracking, reporting, and submitting all of their time worked, leave, and furlough hours.
- B. Supervisors are responsible for monitoring their employee's hours daily. Employees are required to flex/modify their hours as directed to ensure that they do not exceed thirty-six (36) hours in a week as well as to ensure adequate staffing.
- C. Furloughed Employees who are exempt under the FLSA will be treated as hourly employees in the weeks when furloughs are directed to be taken.
 - 1. Furloughed Employees who are exempt under the FLSA will be required to clock in and out, including for lunches, using Kronos each day.
 - 2. Furloughed Employees, whether exempt or non-exempt, working more than thirty-six (36) hours a week without prior, written department head approval may be subject to discipline.
 - 3. Managers and supervisors of Furloughed Employees who work more than thirty-six (36) hours in a week without prior, written department head approval also may be subject to discipline.
 - 4. Compensatory time may be offered by department heads on a very limited basis if needed to complete mission-critical work.

- D. During weeks in which no furlough is directed to be taken, Furloughed Employees will be treated as salaried employees and compensatory time will not be offered when working in excess of thirty-six (36) hours.

III. Miscellaneous Provisions

A. Out-of-Class

1. New requests for out-of-class in excess of thirty (30) days for affected positions will not be approved during the furlough period.
2. Out-of-class assignments of more than one (1) week through thirty (30) days will be subject to approval of the department head.
3. Out-of-class assignments for affected positions that have been previously approved by Human Resources will be subject to the same justification requirements as current positions subject to the hiring freeze.

B. Progressions will not be affected by the Furlough Program

IV. Furlough Evaluation

1. The Furlough Program will be re-evaluated mid-fiscal year. Additional compensation changes (restoration or reduction) may be taken as necessitated by FY21 revenues.