

VOLUNTARY FURLOUGH & CONTRIBUTION PROGRAM INFORMATION

As a result of the recent economic challenges, the Board of Supervisors has authorized the adoption of the updated Voluntary Furlough and Voluntary Contribution Furlough Programs. These programs have been designed to reduce the overall wage obligations of the County and provide departments an alternative to layoffs.

The programs offer employees the opportunity to: 1) handle other needs that require time off from work without pay, or 2) voluntarily waive benefit contributions or car allowance, without loss of benefits, seniority, and positions with the County and help their department and the County reduce the budget.

Eligibility for the Voluntary Furlough & Contribution Programs

All regular County employees (**excluding Seasonal and Temporary employees**) will be eligible to participate in this program if the following conditions are met:

1. Have completed at least two full pay periods of employment;
2. Have received approval from their agency/department head;
3. Are in a paid status at the time of enrollment and on the workday prior to first taking time off; and
4. Have adequate wages to cover their normal payroll deductions and the required contributions for benefit plans.

Voluntary Furlough Program

There are two ways to participate in this program:

1. Reduce the number of hours in a scheduled workday or work week for a three month period or longer;
2. Schedule a block of time off as unpaid leave (requires a minimum of two consecutive workdays off).

Based on departmental needs and scheduling requirements, employees and managers/supervisors will mutually determine the amount of reduced work time to be arranged.

Employees are responsible for reporting the Voluntary Furlough Program time on their timesheets. Department timekeeping processors will use the time reporting code of VFP for this time.

Note: FLSA exempt employees may not select the reduced workday option, but they may reduce their work week on a bi-weekly basis.

Voluntary Contribution Furlough Program

There are two ways to participate in this option:

1. Waive the County's contribution toward the Flexible Benefits Credit; or
2. Waive the County's contribution toward the County car allowance.

Enrollment Process

Employees must complete the Voluntary Furlough Program Enrollment and Cancellation Form or the Benefit Contribution Credit Authorization Form located online at: <http://www.workforceexchange.net>. The forms must be signed by the appropriate Department Head and submitted to the employee's Department Representative for processing. Department Representatives will notify employees who have been approved to participate; and ensure all forms are forwarded to the Human Resources Department, Employee Services Unit, Stop #1150 for further review. Approved requests must be submitted to Human Resources by 5:00 p.m. on pay week Thursday to begin participation in the following pay period.

Employees interested in the Voluntary Furlough Programs must agree to participate for a minimum of three months, with extensions allowed during the Calendar Year. The three month period permits departments to allocate resources and budget appropriately while employees can plan on flexible blocks of time suitable to their personal needs.

Planned participation can vary during a three month enrollment period. For example, an approved Voluntary Furlough Program for an FLSA non-exempt employee could be like: 2 hours per day work schedule reduction for 2 pay periods; 1 hour per day work schedule reduction for the next 2 pay periods; and no work schedule reduction for the remaining 2 pay periods.

Election Changes to the Voluntary Furlough Programs

An employee participating in the Voluntary Furlough Programs may not reduce or cancel the agreed schedule except if he or she:

1. transfers to another agency or department; or
2. terminates employment with the County; or
3. demonstrates a personal hardship; or
4. has participated for three months in the program.

Any changes to the agreement will require the employee to complete a new Voluntary Furlough Program Enrollment and Cancellation Form or the Benefit Contribution Credit Authorization Form located online at: <http://www.workforceexchange.net> and submit the form to their Department Representative for processing.

Additional information can be obtained:

By visiting Workforce Exchange online at: <http://workforceexchange.net> or by viewing the frequently asked questions (Q &A's) provided with this document.