



ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE	
August 1, 2011		

I. PURPOSE

To set forth the City's policies and procedures governing furloughs.

Questions regarding this policy should be directed to the City's Human Resources department.

II. POLICY

- A. In order to address revenue shortfalls in Fiscal Year 2012, City employees, except those noted in E below, are required to take 40 hours of unpaid furlough leave between July 1, 2011 and December 31, 2011; 60 hours total for fire suppression personnel. .
- B. In order to meet the operational needs of the city, and in accordance with Tucson Code Chapter 2 Section 2-1, the City Manager may allow city offices to be closed for furlough days, or the City Manager may determine that certain offices will not be closed for furlough days.
- C. This A.D. is revised to eliminate furlough days in the second half of Fiscal Year 2012; eliminating those days scheduled between January 1, 2012 and June 18, 2012. For Fiscal Year 2012, the City Manager has designated five days when City offices may be closed for furlough days as follows: August 12, September 2, October 10, November 25, and December 23. With approval by the City Manager, departments may elect to close on July 5 in place of December 23.
- D. Each department director will have the flexibility to close the department on the furlough dates designated by the City Manager, close on alternate dates to meet operating needs, or set the furlough dates and times that result in employees taking the required furlough leave.
- E. There is no budgetary need for employees in the Environmental Services Department to take unpaid furlough days in Fiscal Year 2012. Employees working in 100% grant funded positions will be notified on an individual basis whether they will be required to take unpaid furlough days based on the specific grant requirements.

III. DEFINITIONS

- A. **Employees Covered** - All City employees in probationary, permanent or appointed positions, except those identified in Section II, E above, are required to take forty (40) unpaid furlough leave (60 hours for fire suppression personnel) between July 1, 2011 and December 31, 2011.. Employees who retire or terminate employment will have their furlough hours pro-rated based on their last day worked during Fiscal Year 2012.



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- B. **Furlough Leave for Permanent Part-time Employees** - Furlough leave for permanent part-time employees will be pro-rated dependent upon their schedule. For example – an employee working 20 hours per week would experience 20 hours of furlough, and 30 hours per week would experience 30 hours of furlough during Fiscal Year 2012.

IV. **EFFECT OF UNPAID FURLOUGH LEAVE ON LEAVE ACCRUALS, PENSION, OVERTIME CALCULATIONS, MEDICAL AND DENTAL PREMIUMS AND HOLIDAY PAY**

- A. **Payroll Code** - FURLO is the pay code for unpaid furlough leave. The FURLO code must be input by timekeepers/payroll staff for all unpaid furlough leave. A leave card is not required.
- B. **Leave Accruals** - FURLO hours will accrue sick leave and vacation leave in the same manner as regular hours worked.
- C. **Tucson Supplemental Retirement System** - An active employee subject to unpaid furlough leave in Fiscal Years 2011 and 2012 shall not receive credited hours for accrued service for the FURLO hours.
- D. **Overtime Calculations** - FURLO hours will not be considered hours worked for purposes of calculating overtime in any workweek. Any additional hours worked during a furlough workweek will be paid at straight time (REG pay) unless an employee works more than 40 hours in the workweek. Shift workers assigned to City functions that must be covered 24 hours a day who work outside their normally scheduled shift are paid overtime for those hours worked beyond their normal shift regardless of the 40 hour minimum.
- E. **Holiday Pay** - FURLO hours on the day before or day after a paid holiday will not affect holiday pay. If an employee is in an unpaid status for reasons unrelated to the unpaid furlough leave, the employee will not be paid for the holiday.

V. **UNPAID FURLOUGH LEAVE FOR EMPLOYEES ON LEAVE WITH AND WITHOUT PAY**

- A. **Unpaid Leave** - Employees on leave without pay during Fiscal Year 2012 including unpaid Military Leave are not affected by the furlough leave requirement.
- B. **Paid Leave** - Employees on leave with pay during Fiscal Year 2012 including medical leave, supplemental industrial leave and supplemental military leave are required to take the furlough hours.

VI. **AUDIT OF FURLOUGH LEAVE**

Unpaid furlough leave will be tracked and audited to ensure compliance with these guidelines.



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VII. ON-CALL AND CALL-BACK

Certain operations impacting safety of City facilities and streets may designate and authorize specific employees to be on-call for facility or public safety emergencies occurring during citywide furlough days. Furlough hours do not count as time worked for purposes of calculating overtime. Employees called out during furlough hours shall schedule alternate furlough hours as required to reach 72 hours for the furlough pay period.

VIII. EMPLOYEES WORKING ALTERNATE WORK SCHEDULES (AWS)

- A. **Employees working 9/80 Schedules** – 9/80 schedules will be allowed after January 1, 2012.
- B. **Employees working 4/10 Schedules** - 4/10 schedules are allowed in Fiscal Year 2012.

IX. OVERTIME EXEMPT EMPLOYEES – STATUS AND TIMEKEEPING

- A. **FLSA Status During Workweek of Unpaid Furlough Leave** - During the weeks in which furlough leave occurs, exempt employees, except for attorneys working in attorney classifications, will be converted to an hourly status in accordance with the Fair Labor Standards Act (FLSA).
- B. **Time Worked Records** - Exempt employees who are hourly employees during the week furlough leave is used shall maintain daily time sheets. Work hours and furlough hours shall total no more than 40 hours for the week. Timesheets must be signed by the employee and the employee's supervisor, and be retained in the department's payroll records.
- C. **Application of Rules for Hourly Employees** - During the work week when furlough hours are taken, all hourly rules and expectations will be applied to exempt employees. Such rules include the payment of overtime and observation of a minimum 30-minute lunch break consistent with City of Tucson Administrative Directives. During furlough leave exempt employees may not come to work, telecommute or perform services for the City of Tucson unless specifically authorized to do so.

X. USE OF OTHER PAID LEAVE DURING FURLOUGH LEAVE IS PROHIBITED

Accrued vacation, sick leave, compensatory time, personal leave and floating holidays shall not be substituted for a furlough leave, regardless of the employee's status as exempt or nonexempt. Subject to Department Director approval, hourly employees in departments observing the nine citywide closure days may request to take four hours of vacation and four hours unpaid furlough on these days and schedule the remaining unpaid furlough hours consistent with department leave policies.



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Appendices

None

References

AD 2.01-9 Alternative Work Schedules

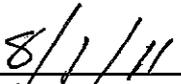
Review Responsibility and Frequency

The Director of Human Resources will review and revise this directive when the Annual Compensation Plan is adopted by Mayor and Council

Authorized



City Manager



Date